



## **CITY COUNCIL REGULAR MEETING**

Tuesday, June 07, 2022, at 7:00 PM  
Court Room/Council Chambers (2nd Floor) and Online

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### **MEETING PARTICIPATION**

- **In Person** – Meetings are held on the 2<sup>nd</sup> floor in the Court Room/Council Chambers at City Hall
- **YouTube Live** – Santaquin City Channel <https://bit.ly/2P7ICfQ>

Comments may be submitted to [PublicComment@Santaquin.org](mailto:PublicComment@Santaquin.org) for consideration.

To review the Santaquin City Council Meeting Protocols, please go to the following link:  
<https://www.santaquin.org/citycouncil/page/santaquin-city-council-protocols>.

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### **ADA NOTICE**

If you are planning to attend this Public Meeting and due to a disability need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

## **AGENDA**

### **ROLL CALL**

### **PLEDGE OF ALLEGIANCE**

### **INVOCATION / INSPIRATIONAL THOUGHT**

### **DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**

### **CONSENT AGENDA (MINUTES, BILLS, ITEMS)**

#### **Minutes**

- [1.](#) 05-17-2022 City Council Work Session Minutes
- [2.](#) 05-17-2022 City Council Minutes
- [3.](#) 05-31-2022 Combined City Council & Planning Commission Minutes

#### **Bills**

- [4.](#) City Expenditures for 05-12-2022 to 06-01-2022 in the amount of \$2,559,566.27

#### **Items**

### **PUBLIC FORUM, BID OPENINGS, AWARDS, AND APPOINTMENTS**

#### **Recognitions**

5. Employee of the Month - Braden Williams

#### **Public Forum**

### **BUILDING PERMIT & BUSINESS LICENSE REPORT**

### **FORMAL PUBLIC HEARING**

6. FY2022-23 Santaquin City Budget & Transfer of Fund Money

## NEW BUSINESS

### Ordinances

- [7.](#) Ordinance 06-01-2022 Commercial, Cosmetology Definition and Land Use
- [8.](#) Ordinance 06-02-2022 Menu Board Amendment

### Discussion & Possible Action Items; Resolutions

- [9.](#) D&PA - Financial Approval of the Recreation, Arts and Parks (RAP) Tax Expenditures for FY2022-2023 Utilizing Tax Proceeds from Prior Fiscal Year
- [10.](#) Resolution 06-04-2022 Utah Outdoor Recreation Grant Funding
- [11.](#) D&PA- Purchase of a Restroom for Prospector View Park
- [12.](#) Resolution 06-05-2022 Amendment to MAG CDBG Funding Interlocal Agreement
- [13.](#) Resolution 06-06-2022 Employment Contract for Finance Director
- 14. Discussion- City Organizational Structure
- [15.](#) Resolution 06-07-2022 Employment Contract for Assistant City Manager

## CONVENE OF THE SANTAQUIN COMMUNITY REINVESTMENT AGENCY

- 16. **CANCELLED** - Public Hearing for Adoption of Community Reinvestment Agency

## CONVENE OF THE SANTAQUIN LOCAL BUILDING AUTHORITY

- 17. **FORMAL PUBLIC HEARING** - Adoption of the Santaquin Local Building Authority Budget

## CONVENE OF THE SANTAQUIN WATER DISTRICT

- 18. **FORMAL PUBLIC HEARING** - Adoption of the Santaquin Water District Budget

## REPORTS OF OFFICERS, STAFF, BOARDS, AND COMMITTEES

### REPORTS BY MAYOR AND COUNCIL MEMBERS

**EXECUTIVE SESSION** (May be called to discuss the character, professional competence, or physical or mental health of an individual)

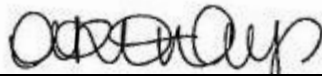
**EXECUTIVE SESSION** (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)

### ADJOURNMENT

## CERTIFICATE OF MAILING/POSTING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda was e-mailed to the Payson Chronicle, Payson, UT, 84651, posted on [www.santaquin.org](http://www.santaquin.org), as well as posted on the State of Utah's Public Notice Website.

BY:



Amalie R Ottley, City Recorder



## **CITY COUNCIL WORK MEETING**

Tuesday, May 17th at 5:30 PM

Court Room/Council Chambers (2<sup>nd</sup> floor) and Online

### **MINUTES**

Mayor Olson called the meeting to order at 5:30 p.m.

#### **ROLL CALL**

Councilors present include Councilors Adcock, Hathaway, Mecham, and Siddoway.

Councilor Betsy Montoya was excused from the meeting.

Staff members present: Manager Reeves, Assistant Manager Beagley, Operations Manager Marker, Community Development Director Bond, Assistant Kathy Swenson, Finance Director Shannon Hoffman, Recorder Amalie Ottley.

#### **PLEDGE OF ALLEGIANCE**

Operations Manager Dennis Marker led the Pledge of Allegiance.

#### **INVOCATION / INSPIRATIONAL THOUGHT**

An invocation was offered by Councilman Lynn Mecham.

#### **DISCUSSION ITEMS**

**1. Budget for FY2022-2023 Update:**

City Manager Reeves presented changes to the recent tentative budget. Manager Reeves pointed out compliance with Utah State Code and the required timeframe for adoption of the city budget in June. Council members discussed the budget and concerns with possible inflation. Finance Director Hoffman addressed the council on inflation as well. Councilor Adcock inquired if staff could present budgetary information reports and analysis on a quarterly basis to the City Council. It was indicated to the Council members that current monthly financial statements are available on the City's website.

**2. Regular Council Meeting Agenda:**

Mayor Olson reviewed the upcoming City Council meeting agenda. Council members and Operations Manager Marker discussed the updates to the Policy & Procedure Manual as well as changes to the Fire Chief's duties and responsibilities in the city. Mayor Olson inquired about water rights required with new developments in the Core Area of town. Assistant Manager Beagley indicated that he would research the issue and respond to the mayor.

## **ADJOURNMENT**

Councilor Mecham moved to adjourn. Motion seconded by Councilor Siddoway. Vote was unanimous in favor. Meeting adjourned at 6:24 p.m.

ATTEST:

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**Daniel M. Olson, Mayor**

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**Amalie R. Ottley, City Recorder**



## **CITY COUNCIL REGULAR MEETING**

Tuesday, May 17, 2022 at 7:00 PM

Court Room/Council Chambers (2<sup>nd</sup> floor) and Online

### **MINUTES**

Mayor Olson called the meeting to order at 7:00 p.m.

#### **ROLL CALL**

Councilors present included Councilors Adcock, Hathaway, Mecham, Montoya, and Siddoway.

Others present included City Manager Ben Reeves, Community Development Director Jason Bond, Assistant City Manager Norm Beagley, Finance Director Shannon Hoffman, Operations Manager Dennis Marker, Recorder Amalie Ottley and Legal Counsel Brett Rich.

Various members of the public were also present.

#### **PLEDGE OF ALLEGIANCE**

Councilor Montoya led the Pledge of Allegiance

#### **INVOCATION/INSPIRATIONAL THOUGHT**

An Invocation was offered by Assistant City Manager Beagley.

#### **DECLARATION OF POTENTIAL CONFLICTS OF INTEREST**

There were no declarations of potential conflicts offered by any of the councilors.

#### **CONSENT AGENDA (MINUTES, BILLS, ITEMS)**

1. City Council Work Session Minutes – May 3, 2022
2. City Council Minutes – May 3, 2022
3. Special City Council Minutes – May 9, 2022
4. City Expenditures for April 28 to May 11, 2022 totaling \$1,222,905.48
5. Resolution 05-04-2022 Approving Addendum No. 2 to the Summit Ridge Commercial Development Master Development Agreement.

Councilor Lynn Mecham moved to approve the Consent Agenda items consisting of the Work Session and Regular Council Meeting minutes from May 3rd, Special City Council Minutes from May 9th, City Expenditures from April 28th to May 11th, 2022, and finally the passing of Resolution 05-04-2022. Councilor David Hathaway seconded the motion.

Councilor Adcock                      Yes

Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

Motion passed unanimously in the affirmative.

## **RECOGNITIONS**

### **6. Payson Santaquin Area Chamber of Commerce – Business of the Month:**

Simple Nutrition was recognized as April's Business of the Month. The Chamber announced their partnership with Santaquin Recreation in the Sounds of Summer Festival as well as a pancake breakfast for Orchard Days.

## **OTHER BUSINESS**

Mayor Olson recognized Ben and Penny Reeves and the incredible amount of work they have put into Santaquin City. Mayor Olson presented an award to Ben Reeves for his distinguished years of service to the city.

## **PUBLIC FORUM**

No members of the public wished to address the City Council.

## **BUILDING PERMIT & BUSINESS LICENSE REPORT**

Community Development Director Bond presented the Building Permit & Business License Report. 186 total Building Permits have been issued in 2022. Three new business licenses were issued in the last month.

## **NEW BUSINESS**

### **7. Resolution 05-05-2022 Change to Employee Policy & Procedures Handbook:**

Operations Manager Marker detailed primary changes to the Employee Policy & Procedures Handbook, namely clarifying practices in travel and financial policies.

Councilor Mecham motioned to approve Amending City Travel Procedures in the Santaquin City Employee Policy & Procedure Handbook. Councilor Siddoway seconded.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

Motion passed unanimously in the affirmative.

### **8. Resolution 05-06-2022 Change to Financial Policies:**

Operations Manager Marker detailed primary changes to the financial policies, namely the city's procurement processes. The outlined processes will allow the use of state bid processes as well the potential to award a contract for professional services without a competitive process.

Councilor Siddoway motioned to approve clarification of the city's policies regarding various reporting and purchase provisions of the city's financial procedures. Councilor Hathaway seconded.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

Motion passed unanimously in the affirmative.

## **ORDINANCES**

### **9. Ordinance 05-01-2022 Fire Chief Powers and Duties:**

Councilor Adcock motioned to approve Ordinance 05-01-2022 moving the Fire Chief being an appointed position to Title 1 of City Code along with the other appointed positions to include changes recommended by legal counsel. Councilor Siddoway seconded.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

Motion passed unanimously in the affirmative.

## **DISCUSSION & POSSIBLE ACTION**

### **10. Ostler Subdivision Preliminary Review:**

Director Bond addressed the Ostler 5-lot subdivision located at 421 S. 100 W. A positive recommendation was unanimous in favor from the Planning Commission for the Ostler Subdivision.

Councilor Mecham motioned to approve the Ostler Subdivision with the condition that all planning and engineering redlines be addressed. Councilor Montoya seconded the motion

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes

Councilor Montoya	Yes
Councilor Siddoway	Yes

Motion passed unanimously in the affirmative.

**11. Z.L. Goodall Plat Amendment:**

Director Bond presented the modified setbacks for lot 5 in the Z.L. Goodall Subdivision plan to match consistency in the R8 Zone.

Councilor Montoya motioned to approve the Z.L. Goodall Plat B with the condition that all planning and engineering redlines be addressed. Motion seconded by Councilor Mecham.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

Motion passed unanimously in the affirmative.

**12. Santaquin Sanitary Sewer Master Plan Update by J-U-B Engineers:**

Assistant Manager Beagley synopsised the Sewer Master Plan update requirements for Santaquin City. Assistant Manager Beagley recognized the expertise of J-U-B Engineers in the current sewer system.

Councilor Montoya motioned to authorize Mayor Olson to execute a contract with J-U-B Engineers to update the city's sanitary sewer master plan and associated documents. Motion seconded by Councilor Adcock.

Councilor Adcock	Yes
Councilor Hathaway	Yes
Councilor Mecham	Yes
Councilor Montoya	Yes
Councilor Siddoway	Yes

Motion passed unanimously in the affirmative.

**REPORTS FROM CITY STAFF**

Manager Reeves expressed his honor in working for the City of Santaquin for the last 12 and a half years and conveyed his hopes for the future of residents in the city.

Director Bond stated his appreciation to Ben and the opportunity to work with him. Director Bond spoke to a future meeting with MAG. Director Bond provided written notice of a minor



change to the Santaquin Estates subdivision that reduced the total anticipated lots by two. Director Bond discussed upcoming items on the DRC and Planning Commission agendas.

Operations Manager Dennis Marker highlighted the mural being created on the outer west wall of Ivanof's Market and recognized the Community Services department for their partnership with the market. Operations Manager Marker addressed the city's application to request additional funding for secondary water meters from the State of Utah. Operations Manager Marker spoke to the continuing efforts to update Administrative Code Enforcement within the city. Operations Manager Marker expressed his gratitude in working with Manager Reeves.

Assistant Manager Beagley updated the City Council on bid results for pavement projects in the city. Assistant Manager Beagley noted Highway 198 progress by UDOT. Assistant Manager Beagley remarked that the Summit Ridge water tank is full and is being tested for leaks and addressed the booster pump station. Assistant Manager Beagley thanked Manager Reeves for his leadership over the years and expressed his positive outlook for the City of Santaquin.

Attorney Brett Rich relayed his appreciation for the time spent working with Manager Reeves and recognized his integrity in the City Manager Position.

#### **REPORTS FROM COUNCIL**

Councilor Hathaway updated the City Council on the Mount Nebo Water Agency meeting that he recently attended. He reminded the council of the upcoming RAP Tax Committee Meeting. Councilor Hathaway thanked Manager Reeves for the time they spent together and wished him the best on his new adventure.

Councilor Mecham spoke to the Murdock Ford groundbreaking and was impressed with the quality of people that brought the dealership to the City of Santaquin. He recognized the Tischners and Murdocks and their positive influence in the city. Councilor Mecham recognized Manager Reeves' successes in the city.

Councilor Siddoway stated his joy in attending the recent Arts Festival. Councilor Siddoway wished Manager Reeves luck in his move to Iowa.

Councilor Adcock also addressed the mural in the city and is impressed by the work being put into it. Councilor Adcock talked about his attendance at the Administrative Code Enforcement meeting and at the Murdock Ford groundbreaking event. Councilor Adcock invited all to attend the Veteran's Memorial Service on Memorial Day.

Councilor Montoya recited "Good Timber" by Douglas Malloch.

Mayor Olson expressed the success of the recent Arts Festival and stated his enjoyment in attending the event. Mayor Olson stated he attended a meeting with the trail committee for Prospector View Park and updated the council on the park's progress.

## **EXECUTIVE SESSIONS**

Motion to enter executive session to address the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property was made by Councilor Mecham. Seconded by Councilor Siddoway. Vote to enter executive session was unanimously approved.

Executive Session entered into at 8:15 p.m.

Executive Session adjourned at 8:26 p.m.

Motion to enter executive session to address the character, professional competence, or physical or mental health of an individual was made by Councilor Mecham. Seconded by Councilor Siddoway. Vote to enter executive session was unanimously approved.

Executive Session entered into at 8:26 p.m.

Executive Session adjourned at 9:40 p.m.

## **ADJOURNMENT**

Regular City Council Meeting adjourned at 9:41 p.m.

ATTEST:

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**Daniel M. Olson, Mayor**

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**Amalie R. Ottley, City Recorder**



## COMBINED CITY COUNCIL & PLANNING COMMISSION MEETING

Tuesday, May 31, 2022 at 7:00 PM

Court Room/Council Chambers (2<sup>nd</sup> floor) and Online

### MINUTES

Mayor Olson called the meeting to order at 7:00 p.m.

#### ROLL CALL

City Council Members present included Betsy Montoya, Lynn Mecham, Art Adcock, Jeff Siddoway, and David Hathaway.

Planning Commission Members present included Trevor Wood, Andrea Howard, Michael Romero, Nicci McNeff, Breanna Nixon, and Kylie Lance.

Others present include Kelcie Hartley from the Daily Herald, John Johnson and Christie Oostema-Brown representing People and Place. No other members of the public were present at the meeting.

#### PLEDGE OF ALLEGIANCE

Lynn Mecham led the Pledge of Allegiance

#### INVOCATION/INSPIRATIONAL THOUGHT

An Invocation was offered by Mayor Dan Olson

#### DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

There were no declarations of potential conflicts offered by any of the councilors.

#### RECOGNITIONS

1. Mayor Olson recognized Operations Manager Dennis Marker and his contributions to Santaquin City. Mayor Olson commended Dennis on his attention to detail and willingness to serve the community. Mayor Olson offered his well wishes to Dennis as he moves to a position in a different city.

#### NEW BUSINESS

2. People and Place presented their vision for Santaquin to the City Council and Planning Commission. The Imagine Santaquin Committee worked to come up with a plan that will benefit the community and future of Santaquin. Mayor Olson spoke to the agritourism and farming aspects of the community as well as the feasibility of potential growth within the city. Community Development Director Bond presented the changes to the general plan document.

The City Council and Planning Commission discussed their own visions and concerns for the future of Santaquin City. A public hearing will be held in the future to address the proposed adoption of the plan.

**ADJOURNMENT**

Motion to adjourn meeting by Councilor Mecham. Seconded by Councilor Montoya. Meeting adjourned at 9:05 p.m.

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**Daniel M. Olson, Mayor**

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**Trevor Wood, Planning Commission Chair**

**ATTEST:**

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**Amalie R. Ottley, City Recorder**

SANTAQUIN CITY CORPORATION  
Check Register  
CHECKING - ZIONS - 05/12/2022 to 06/01/2022

Payee Name	Payment Date	Amount	Description	Ledger Account
ACE RENTS INC.	6/1/2022	\$0.00	Aerator for lawns	1070300 - PARKS GROUNDS SUPPLIES
AERZEN USA CORPORATION	6/1/2022	\$3,008.00	Blower Stage	5240240 - SUPPLIES
AERZEN USA CORPORATION	6/1/2022	\$5,000.00	Blower Stage	5240550 - WRF - EQUIPMENT MAINTENANCE
		\$8,008.00		
ALL STAR ELITE SPORTS	6/1/2022	\$1,617.28	Summer Camp Shirts	6840700 - FUTURE PROGRAMS
Beckstead, Sidney McLane	5/18/2022	\$18.50	WITNESS FEE	1042310 - PROFESSIONAL & TECHNICAL
BEST DEAL SPRINGS	5/18/2022	\$29.65	Fuel cap for service truck	1060250 - EQUIPMENT MAINTENANCE
BEST DEAL SPRINGS	5/27/2022	\$49.63	Jack for trailer	1070300 - PARKS GROUNDS SUPPLIES
		\$79.28		
BIG O' TIRES - SANTAQUIN	5/18/2022	\$21.59	Flat repair	1054250 - EQUIPMENT MAINTENANCE
BIG O' TIRES - SANTAQUIN	5/18/2022	\$112.98	Tipler Oil Change/Tire Rot	1054250 - EQUIPMENT MAINTENANCE
		\$134.57		
BLU LINE DESIGNS	5/27/2022	\$7,597.50	PRTOS MP Update	5740730 - CAPITAL FACILITY PLAN UPDATE
BONNEVILLE ASPHALT & REPAIR	5/27/2022	\$54,500.00	Crack sealing project	4540200 - ROAD MAINTENANCE
BRADSHAW, MCKINZIE	6/1/2022	\$119.22	McKinzie Uniforms/Shoes	1054240 - SUPPLIES
BUFFO'S TERMITE & PEST CONTROL	6/1/2022	\$170.00	Vole Killer	1070300 - PARKS GROUNDS SUPPLIES
CARQUEST AUTO PARTS STORES	5/18/2022	\$41.81	Coil for parks truck	1070250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	5/18/2022	\$8.20	Coil for 2005 F150	1070250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	5/18/2022	\$84.41	Battery for the lift	1060250 - EQUIPMENT MAINTENANCE
CARQUEST AUTO PARTS STORES	5/18/2022	\$94.34	Fluids for Engine	7657240 - FIRE - SUPPLIES
CARQUEST AUTO PARTS STORES	5/18/2022	\$100.02	Parts for parks truck	1070250 - EQUIPMENT MAINTENANCE
		\$328.78		
CENTRACOM INTERACTIVE	6/1/2022	\$3,311.69	Telephone & Internet - June 2022	4340240 - TELEPHONE & INTERNET
CENTURY EQUIPMENT COMP	5/18/2022	\$2,500.00	lease for backhoe	4241060 - EQUIPMENT PURCHASES
CENTURY EQUIPMENT COMP	5/27/2022	\$2,500.00	Backhoe lease payment for May	4241060 - EQUIPMENT PURCHASES
CENTURYLINK	5/18/2022	\$177.15	Land Line for P5 Building - Elevator & PD Emergency	4340240 - TELEPHONE & INTERNET
CHAMBERLAIN, TROOPER BRET	5/18/2022	\$18.50	WITNESS FEE	1042310 - PROFESSIONAL & TECHNICAL
CHEMTECH-FORD, INC	5/18/2022	\$80.00	Effluent testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	5/18/2022	\$125.00	Water quality testing	5140310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	5/18/2022	\$25.00	Water testing	5740514 - HARVEST VIEW PARK - PHASE II
CHEMTECH-FORD, INC	5/27/2022	\$80.00	Effluent testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	5/27/2022	\$125.00	Water quality testing	5140310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	6/1/2022	\$80.00	Effluent testing	5240310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	5/18/2022	(\$123.00)	VOID CHECK #82502 DUPLICATE CHECK - PREVIOUS FY	5240510 - WRF - CHEMICAL SUPPLIES
CHEMTECH-FORD, INC	5/18/2022	(\$100.00)	VOID CHECK #82502 DUPLICATE CHECK - PREVIOUS FY	5140310 - PROFESSIONAL & TECHNICAL SVCS
CHEMTECH-FORD, INC	5/18/2022	(\$40.00)	VOID CHECK #82502 DUPLICATE CHECK - PREVIOUS FY	5140310 - PROFESSIONAL & TECHNICAL SVCS
		(\$263.00)		
		\$252.00		
CHILD SUPPORT SERVICES/ORS	5/13/2022	\$140.31	Garnishment - Child Support	1022420 - GARNISHMENTS
CHILD SUPPORT SERVICES/ORS	5/27/2022	\$140.31	Garnishment - Child Support	1022420 - GARNISHMENTS
		\$280.62		
CITIZENSERVE (ONLINE SOLUTIONS, LLC)	6/1/2022	\$12,600.00	Citizenserve Annual Subscription Renewal (7 subscriptions)	4340505 - BUILDING INSPECTION TRACKING
CLASSIC CAR WASH OF SANTAQUIN	5/18/2022	\$150.00	car wash	1054250 - EQUIPMENT MAINTENANCE
CLASSIC CAR WASH OF SANTAQUIN	5/18/2022	\$150.00	car wash	1054250 - EQUIPMENT MAINTENANCE
		\$300.00		
COLONIAL LIFE &	5/27/2022	\$253.16		22-Jun 1022505 - SUPPLEMENTAL
CRANDALL, MYRNA	5/27/2022	\$337.00	Bail Refund	1022430 - COURT FINES AND FORFEITURES
CUTLER'S INC	6/1/2022	\$1,466.99	Saw for Trk 141	7657740 - FIRE - CAPITAL-VEHICLES & EQUIPMENT
DENBOW APPRAISING	5/27/2022	\$600.00	REISSUE CH #81517 DID NOT RECEIVE - A/P CHECK	1015800 - SUSPENSE
DENBOW APPRAISING	5/27/2022	(\$600.00)	REISSUE CH #81517 DID NOT RECEIVE -	1015800 - SUSPENSE
		\$0.00		
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$99.22	APRIL - EMS	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$156.73	APRIL - ENGINEERING	1048260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$177.55	APRIL - COMMUNITY SERVICES	6740260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$178.10	APRIL - ADMINISTRATION	1043260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$535.51	APRIL - CEMETERY	1077260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$535.51	APRIL - PARKS	1070260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$535.52	APRIL - LANDFILL	1062260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$535.52	APRIL - ROADS	1060260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$535.52	APRIL - SEWER	5240260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$535.52	APRIL - WATER	5140260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$551.80	APRIL - INSPECTIONS	1068260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$1,088.16	APRIL - FIRE	7657260 - FUEL
DEPT OF GOVERNMENT OPERATIONS	5/18/2022	\$5,261.85	APRIL - POLICE	1054260 - FUEL
		\$10,726.51		
DONALDSON, TAMMY	6/1/2022	\$10,000.00	Landscape bond release for Marshal's Cove Lot 2 (506 North 100 West)	1022450-560 - (BOND-LANDSCAPING)[Lot 2]MASHALL'S COVE
DR HORTON	6/1/2022	\$41.04	Refund: 1306530 - DR HORTON	5113110 - ACCOUNTS RECEIVABLE
EDUCATORS HEALTH PLANS	6/1/2022	\$547.50	Vision Insurance - June 2022	1022508 - VISION
EDUCATORS HEALTH PLANS	6/1/2022	\$5,101.30	Dental Insurance - June 2022	1022501 - DENTAL
EDUCATORS HEALTH PLANS	6/1/2022	\$65,499.49	Health Insurance - June 2022	1022500 - HEALTH INSURANCE
		\$71,148.29		
EFTPS	5/17/2022	\$5,169.58	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	5/17/2022	\$12,586.28	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	5/17/2022	\$22,104.04	Social Security Tax	1022210 - FICA PAYABLE
EFTPS	5/31/2022	\$5,103.86	Medicare Tax	1022210 - FICA PAYABLE
EFTPS	5/31/2022	\$12,099.86	Federal Income Tax	1022220 - FEDERAL WITHHOLDING PAYABLE
EFTPS	5/31/2022	\$21,823.22	Social Security Tax	1022210 - FICA PAYABLE
		\$78,886.84		
ELLSWORTH PAULSEN CONSTRUCTION COMPANY	5/24/2022	\$414,403.15	Progress payment on City Hall construction	4140704 - NEW CITY HALL - SITE WORK & CONSTRUCTION
EMERALD TURF FARM	5/18/2022	\$256.62	Sod for Cemetery	1077300 - CEMETERY GROUNDS MAINTENANCE
ENGRAVING, AWARDS & GIFTS	5/18/2022	\$823.98	Mayor Hunsaker Key to City Plaque - Leaving Office	1043480 - EMPLOYEE RECOGNITIONS

ERCANBRACK, CLINT	5/27/2022	\$816.67	Ercanbrack Subdivision water credit refund for SCIC share dedication	5440253 - WATER ASSESSMENTS
FASTENAL COMPANY	5/27/2022	\$88.09	Bolts for chemical pumps	5240550 - WRF - EQUIPMENT MAINTENANCE
FERN, HEATHER *	5/27/2022	\$278.91	REISSUE CH #79590 DID NOT RECEIVE - UTILITY ACCOUNT REFUND	1015800 - SUSPENSE
FERN, HEATHER *	5/27/2022	(\$278.91) \$0.00	REISSUE CH #79590 DID NOT RECEIVE	1015800 - SUSPENSE
FLETCHER, RANDALL & KENDALL *	6/1/2022	\$32.14	REISSUE CH#81290 LOST/DID NOT RECEIVE CHECK - UTILITY REFUND	1015800 - SUSPENSE
FLETCHER, RANDALL & KENDALL *	6/1/2022	(\$32.14) \$0.00	REISSUE CH#81290 LOST/DID NOT RECEIVE CHECK	1015800 - SUSPENSE
FLOCK SAFETY	5/18/2022	\$5,500.00	Flock Safety Cameras & Installation	1054740 - CAPITAL-VEHICLES & EQUIPMENT
FORBES, CODY & NATASHA *	5/27/2022	\$120.86	REISSUE CH#78843 DID NOT RECEIVE CHECK UTILITY REFUND	1015800 - SUSPENSE
FORBES, CODY & NATASHA *	5/27/2022	(\$120.86) \$0.00	REISSUE CH#78843 DID NOT RECEIVE CHECK	1015800 - SUSPENSE
FORESTRY SUPPLIERS	5/18/2022	\$527.21	Wildland Equipment	7657700 - WILDLAND FIRE RES EXPENDITURES
FORMANN, JOLYNN	5/27/2022	\$0.52	REISSUE CH #79732 DID NOT RECEIVE - UTILITY REFUND	1015800 - SUSPENSE
FORMANN, JOLYNN	5/27/2022	(\$0.52) \$0.00	REISSUE CH #79732 DID NOT RECEIVE	1015800 - SUSPENSE
FP MAILING SOLUTIONS	5/27/2022	\$367.94	Meter Machine Ink Cartridges	1043240 - SUPPLIES
FREEDOM MAILING SERVICES, INC	6/1/2022	\$809.87	Bill Mailing	5440241 - UTILITY BILLING PROCESSING FEES
FREEDOM MAILING SERVICES, INC	6/1/2022	\$809.88	Bill Mailing	5140241 - UTILITY BILLING PROCESSING FEES
FREEDOM MAILING SERVICES, INC	6/1/2022	\$809.88 \$2,429.63	Bill Mailing	5240241 - UTILITY BILLING PROCESSING FEES
GREENWALL, KASON & AUBREY	6/1/2022	\$50.00	WEDDING GIFT - EMPLOYEE SIGNIFICANT EVENT FUND	1022375 - EMPLOYEE SIGNIFICANT EVENT FUN
HAMPTON, JAYDEN	5/18/2022	\$500.00	BAIL REFUND	1022430 - COURT FINES AND FORFEITURES
HANSEN, ALLEN & LUCE, INC	5/18/2022	\$23,557.10	Design costs for tank and booster pump station	4140705-001 - SR TANK & BOOSTER - Engineering
HANSEN, ALLEN & LUCE, INC	5/18/2022	\$456.99 \$24,014.09	Hansen Allen & Luce evaluation for City use of SCIC well on 400 South	5540720 - IMPACT FEE
HEALTH EQUITY INC,	6/1/2022	\$1.15	Replenish for HCRA - 873oqpi	1022502 - FSA
HEALTH EQUITY INC,	6/1/2022	\$12.45	Replenish for HCRA - nav5xpe	1022502 - FSA
HEALTH EQUITY INC,	6/1/2022	\$27.13	Replenish for HCRA - svok29t	1022502 - FSA
HEALTH EQUITY INC,	6/1/2022	\$252.92	Replenish for HCRA - nr6f23y	1022502 - FSA
HEALTH EQUITY INC,	6/1/2022	\$66.70	HSA & FSA Admin Fees May 2022	1043310 - PROFESSIONAL & TECHNICAL
HEALTH EQUITY INC,	6/1/2022	\$6,873.44 \$7,233.79	Employee/Employer HSA Contribution - May 2022	1022503 - HSA
HENRY SCHEIN	5/27/2022	\$60.00	EMS Supplies	7657242 - EMS - SUPPLIES
HENRY SCHEIN	5/27/2022	\$260.85	EMS Supplies	7657242 - EMS - SUPPLIES
HENRY SCHEIN	5/27/2022	\$86.95 \$407.80	EMS SUPPLIES	7657242 - EMS - SUPPLIES
HENRY SCHEIN	6/1/2022	\$106.00	EMS Supplies	7657242 - EMS - SUPPLIES
HENRY SCHEIN	6/1/2022	\$525.60 \$631.60 \$1,039.40	EMS Supplies	7657242 - EMS - SUPPLIES
HG UTAH 1, LLC	5/27/2022	\$241,077.00	Reimbursement Agreement	1022830 - SR PARKWAY COLLATERAL ESCROW
HONEY BUCKET	6/1/2022	\$217.50	porta potties for baseball	6140240 - BASEBALL SUPPLIES
HOSE & RUBBER SUPPLY	5/27/2022	(\$54.18)	VOID CHECK #80896- INVOICE PAID BY C/C	7657700 - WILDLAND FIRE RES EXPENDITURES
HUMPHRIES INC	5/27/2022	\$65.03	EMS Supplies	7657242 - EMS - SUPPLIES
INGRAM BOOK GROUP	5/27/2022	(\$80.96)	Books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
INGRAM BOOK GROUP	5/27/2022	\$27.69 (\$53.27)	Books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
INTERMOUNTAIN FARMERS, INC.	5/27/2022	\$21.99	Gun for sprayer	1070300 - PARKS GROUNDS SUPPLIES
INTERMOUNTAIN FARMERS, INC.	5/27/2022	\$160.00 \$181.99	Ball Field Conditioner	1070310 - FIELD MAINTENANCE EXPENDITURES
INVENGO AMERICAN CORP.	5/18/2022	\$195.00	Supplies	7240240 - SUPPLIES
J-U-B ENGINEERING	6/1/2022	\$30,114.52	Santaquin Main Street Design Pay Request by JUB	4140740 - MAIN STREET PROJECT
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$32.87	Credit from scrap metal	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$319.35	Spring clean up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$288.98	Spring clean up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$314.90	Spring clean up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$252.93	Spring clean up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$286.14	Spring clean up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$278.45	Spring clean up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$297.89	spring clean up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$253.46	Spring clean up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$255.88	Spring clean up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$192.76	Spring clean up	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$150.00	Spring cleanup	1062610 - LANDFILL CLEAN-UP
JAY MECHAM'S COUNTRY GARBAGE	5/18/2022	\$80.34 \$3,003.95	Credit from scrap metal	1062610 - LANDFILL CLEAN-UP
JENSEN, NORENE	5/27/2022	\$5.00	hike refund	6240620 - FUTURE PROGRAMS
JMART PRINTING	6/1/2022	\$45.00	Business Cards - Norm Beagley	1043240 - SUPPLIES
JOHN H. JACOBS, P.C.	6/1/2022	\$1,508.32	Public Defender Services - April 2022	1042332 - LEGAL - PUBLIC DEFENDER
JOHN H. JACOBS, P.C.	6/1/2022	\$2,033.32 \$3,541.64	Public Defender Services - May 2022	1042332 - LEGAL - PUBLIC DEFENDER
JOHNSON, CHRIS *	5/27/2022	\$56.21	REISSUE CH #80375 DID NOT RECEIVE - UTILITY ACCT REFUND	1015800 - SUSPENSE
JOHNSON, CHRIS *	5/27/2022	(\$56.21) \$0.00	REISSUE CH #80375 DID NOT RECEIVE	1015800 - SUSPENSE
JOHNSON, STEVEN	5/18/2022	\$30.00	Fun Bus Safety Inspection, Comm Services	1060250 - EQUIPMENT MAINTENANCE
JOHNSON, STEVEN	5/18/2022	\$230.00	truck inspections	1060250 - EQUIPMENT MAINTENANCE
JOHNSON, STEVEN	5/18/2022	\$410.00 \$670.00	truck inspections	7657250 - FIRE - EQUIPMENT MAINTENANCE
JOSE OSEGUDEA LANDAVERDE *	5/18/2022	\$127.10	Refund: 306005 - JOSE OSEGUDEA LANDAVERDE *	5113110 - ACCOUNTS RECEIVABLE
JULIAN ALLRED & JOSHUA ALLRED	5/27/2022	\$25.58	Refund: 3413342 - JULIAN ALLRED & JOSHUA ALLRED	5113110 - ACCOUNTS RECEIVABLE
KEELE, STEVEN D.	6/1/2022	\$200.00	concert in park	6640720 - RAP TAX EXPENSE
Knapp, Gregory T	5/27/2022	\$92.35	REISSUE CH #85308 - PAYROLL CHECK	1015800 - SUSPENSE
Knapp, Gregory T	5/27/2022	(\$92.35) \$0.00	REISSUE CH #85308 -	1015800 - SUSPENSE

KYLE VINCENT	6/1/2022	\$1,207.00	Mural Art Project 2022	6640720 - RAP TAX EXPENSE
LIVINGSTON PHOTO & PRINT SHOP	5/18/2022	\$120.00	Adaptive Tball shirts	6140700 - FUTURE PROGRAMS
LOCAL BUILDING AUTHORITY OF SANTAQUIN CITY UTAI	5/27/2022	(\$8.78)	Less Cash on Hand as of 5-19-2022	1090884 - TRANSFER TO LBA
LOCAL BUILDING AUTHORITY OF SANTAQUIN CITY UTAI	5/27/2022	\$145,720.05	Fund to LBA to Make 2015 Lease Revenue Bond Payment	1090884 - TRANSFER TO LBA
LOCAL BUILDING AUTHORITY OF SANTAQUIN CITY UTAI	5/27/2022	\$250.00	PAYING AGENT FEE - 7705128	1090884 - TRANSFER TO LBA
		\$145,961.27		
MACEYS - SANTAQUIN	5/18/2022	\$60.43	MISC SUPPLIES	1043240 - SUPPLIES
MACEYS - SANTAQUIN	5/18/2022	\$150.00	BIRTHDAY GIFT CARDS	1043480 - EMPLOYEE RECOGNITIONS
MACEYS - SANTAQUIN	5/18/2022	\$41.94	Hero Night Apple Valley	7657242 - EMS - SUPPLIES
MACEYS - SANTAQUIN	5/27/2022	\$136.10	BEN'S FAREWELL LUNCHEON	1043480 - EMPLOYEE RECOGNITIONS
MACEYS - SANTAQUIN	5/27/2022	\$60.52	SENIOR FOOD	7540480 - FOOD
MACEYS - SANTAQUIN	5/27/2022	\$9.17	SENIOR FOOD	7540480 - FOOD
MACEYS - SANTAQUIN	5/27/2022	\$122.98	SENIOR FOOD	7540480 - FOOD
MACEYS - SANTAQUIN	5/27/2022	\$339.92	BEN'S FAREWELL RECEPTION	1043480 - EMPLOYEE RECOGNITIONS
MACEYS - SANTAQUIN	5/27/2022	\$79.16	REISSUE CH #82302 DID NOT RECEIVE CHECK A/P CHECK	1015800 - SUSPENSE
MACEYS - SANTAQUIN	6/1/2022	\$49.53	INSURANCE OPEN ENROLLMENT MEETING	1043240 - SUPPLIES
MACEYS - SANTAQUIN	6/1/2022	\$5.99	SENIOR FOOD	7540480 - FOOD
MACEYS - SANTAQUIN	5/27/2022	(\$76.16)	REISSUE CH #82302 DID NOT RECEIVE CHECK	1015800 - SUSPENSE
		\$979.58		
MASTER TIRE TRAX	5/18/2022	\$19.75	REISSUED CHECK #77822 LOST CHECK - PREVIOUS F Y	1015800 - SUSPENSE
MASTER TIRE TRAX	5/18/2022	(\$19.75)	REISSUED CHECK #77822 LOST CHECK - PREVIOUS F Y	1015800 - SUSPENSE
		\$0.00		
MITCHELL EXCAVATION INC	5/27/2022	\$1,152.50	Hard Rock and Hard Pan Excavation for sewer lateral	5740514 - HARVEST VIEW PARK - PHASE II
MOBILEBEACON	5/27/2022	(\$516.00)	VOID CHECK #83259 - INVOICE PAID BY C/C	7240600 - LIBRARY-CLEF FUNDS (STATE GRANT)
MORTENSEN, LIBERTY	6/1/2022	\$174.46	MISS SANTAQUIN Dress Reimbursement - Molly Mortensen	6440605 - DRESSES EXPENSE
MOTOROLA SOLUTIONS, INC	5/18/2022	\$1,599.00	ems pagers	7657242 - EMS - SUPPLIES
MOTOROLA SOLUTIONS, INC	5/18/2022	\$1,599.00	Fire Pagers	7657240 - FIRE - SUPPLIES
		\$3,198.00		
MOUNTAIN ALARM	5/27/2022	\$48.40	Public Safety alarm system	1051300 - BUILDINGS & GROUND MAINTENANCE
MOUNTAINLAND SUPPLY	5/18/2022	\$6,079.69	MXU's	5240242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	5/18/2022	\$6,079.70	MXUs"	5440242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	5/18/2022	\$6,079.70	MXU's	5140242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	5/27/2022	\$594.59	Water meter rings	5140250 - EQUIPMENT MAINTENANCE
MOUNTAINLAND SUPPLY	6/1/2022	\$368.48	Parts for meters	5440242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	6/1/2022	\$368.49	Parts for meters	5140242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	6/1/2022	\$368.49	Parts for meters	5240242 - METERS & MXU'S
MOUNTAINLAND SUPPLY	6/1/2022	\$5,942.70	Fire hydrant	4140704 - NEW CITY HALL - SITE WORK & CONSTRUCTION
		\$25,881.84		
MURDOCK FORD	5/27/2022	\$379.74	2006 Ambulance repair	7657252 - EMS - EQUIPMENT MAINTENANCE
NATIONAL FIRE FIGHTER WILDLAND	6/1/2022	\$1,253.83	Wildland PPE	7657700 - WILDLAND FIRE RES EXPENDITURES
NEBO LODGE #45	5/13/2022	\$18.00	FOP Dues (Nebo Lodge #45)	1022425 - FOP DUES
NEBO LODGE #45	5/27/2022	\$18.00	FOP Dues (Nebo Lodge #45)	1022425 - FOP DUES
		\$36.00		
NIELSEN & SENIOR, ATTORNEYS	6/1/2022	\$24,451.36	Criminal Prosecution - May 2022	1042331 - LEGAL - PROSECUTION
NIELSEN & SENIOR, ATTORNEYS	6/1/2022	\$7,934.77	Civil - May 2022	1043331 - LEGAL
		\$32,386.13		
OWEN EQUIPMENT	6/1/2022	\$761.47	Parts for Vac Truck	5240240 - SUPPLIES
PAY PLUS	5/27/2022	\$32.22	ACH TRANSACTION FEE - Medicare Payment	7657211 - EMS BILLING SERVICES EXPENSE
PAY PLUS	5/31/2022	\$80.63	ACH TRANSACTION FEE	7657211 - EMS BILLING SERVICES EXPENSE
		\$112.85		
PAYSON AUTO SUPPLY - NAPA	5/18/2022	\$150.87	Supplies for shop	1060240 - SUPPLIES
PAYSON AUTO SUPPLY - NAPA	5/18/2022	\$122.24	Batteries for truck crane and portable welder.	1060250 - EQUIPMENT MAINTENANCE
PAYSON AUTO SUPPLY - NAPA	5/18/2022	\$51.99	Battery for welder	1060250 - EQUIPMENT MAINTENANCE
		\$325.10		
PAYSON CITY SOLID WASTE	5/18/2022	\$5,556.25	Solids to Payson Landfill	5240530 - WRF - SOLID WASTE DISPOSAL
PAYSON LOCK & KEY	6/1/2022	\$75.00	key repair	1051300 - BUILDINGS & GROUND MAINTENANCE
PODIUM CORPORATION, INC.	6/1/2022	\$845.00		22-Apr 4340119 - PODIUM COMMUNICATION SOFTWARE
PODIUM CORPORATION, INC.	6/1/2022	\$169.50	New Contract - May 2022	4340119 - PODIUM COMMUNICATION SOFTWARE
		\$1,014.50		
PROVSTGAARD, BART	5/18/2022	\$419.98	Cabinets for filters	5240240 - SUPPLIES
QUICKSCORES LLC	5/18/2022	\$175.00	bball and sball scheduling	6140240 - BASEBALL SUPPLIES
REPUBLIC SERVICES LLC	6/1/2022	\$112.48	Dumpster Service for City Facilities	1062311 - WASTE PICKUP CHARGES
RH BORDEN AND COMPANY, LLC	5/27/2022	\$31,320.72	Acoustic assessment of sewer lines	5240325 - SEWER LINE CLEANOUT EXPENSE
ROBBINS, JUDY	5/18/2022	\$92.04	EASTER PRIZES FOR SENIOR GIFTS	7540240 - SUPPLIES
ROCKY MOUNTAIN POWER	5/18/2022	\$22.63	509 FIRESTONE DRIVE	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	5/18/2022	\$14.19	1250 S CANYON ROAD	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	5/18/2022	\$5.62	80 E 770 N	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	5/18/2022	\$18.03	154 E 950 S	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	5/18/2022	\$32.47	1005 S RED BARN	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	5/18/2022	\$43.32	415 TRAVERTEINE WAY	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	5/18/2022	\$17.92	1026 E MAIN STREET (debris basin)	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	5/18/2022	\$18.34	115 W 860 N - STRONGBOX	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	5/18/2022	\$18.60	1269 S RED CLIFF DRIVE	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	5/18/2022	\$36.05	1595 S LONGVIEW ROAD	1060270 - UTILITIES - STREET LIGHTS
ROCKY MOUNTAIN POWER	5/27/2022	\$426.04	1100 S CANYON RD	5440273 - UTILITIES
ROCKY MOUNTAIN POWER	5/27/2022	\$12.92	1000 N CENTER PARK	1070270 - UTILITIES
ROCKY MOUNTAIN POWER	5/27/2022	\$388.49	1215 N CENTER ST - PUBLIC WORKS BLDG SITE	1051270 - UTILITIES
ROCKY MOUNTAIN POWER	5/27/2022	\$456.12	10 W GINGER GOLD ROAD(Ilf Station)	5240270 - UTILITIES
ROCKY MOUNTAIN POWER	5/27/2022	\$10,225.43	1215 N CENTER	5240500 - WRF - UTILITIES
		\$11,736.17		
ROCKY MOUNTAIN TURF - RMT EQUIPMENT	6/1/2022	\$106.57	Grasshopper parts	1070250 - EQUIPMENT MAINTENANCE
RON GORDON TIRE PROS	5/18/2022	\$1,247.80	Tires for WRF truck	5240550 - WRF - EQUIPMENT MAINTENANCE
SANTAQUIN CITY UTILITIES	5/13/2022	\$730.00	Utilities	1022350 - UTILITIES PAYABLE
SANTAQUIN CITY UTILITIES	5/17/2022	\$55.00	Utilities	1022350 - UTILITIES PAYABLE
SANTAQUIN CITY UTILITIES	5/18/2022	\$120.00	MAY UTILITY ASSISTANCE PROGRAM	5221600 - SEWER FUND DONATIONS
SANTAQUIN CITY UTILITIES	5/27/2022	\$785.00	Utilities	1022350 - UTILITIES PAYABLE
		\$1,690.00		
SANTAQUIN SPECIAL SERVICE DISTRICT (WATER)	5/18/2022	\$40,980.00	341.05 shares of water @ \$120.00 - Paid for by SWD	5440254 - TRANSFER TO WATER SSD (ASSESSMENTS)

SCHINDLER ELEVATOR	5/18/2022	\$190.48	Elevator Maintenance	1051300 - BUILDINGS & GROUND MAINTENANCE
SHEPHERD, TROOPER SHAUN	5/18/2022	\$18.50	WITNESS FEE	1042310 - PROFESSIONAL & TECHNICAL
SKAGGS PUBLIC SAFETY UNIFORM	5/18/2022	\$151.54	uniform - glenn	1054240 - SUPPLIES
SKAGGS PUBLIC SAFETY UNIFORM	5/18/2022	\$241.38	uniform - Wall	1054240 - SUPPLIES
SKAGGS PUBLIC SAFETY UNIFORM	5/18/2022	\$871.73	vest	1054740 - CAPITAL-VEHICLES & EQUIPMENT
SKAGGS PUBLIC SAFETY UNIFORM	5/18/2022	\$70.00	uniform - wall	1054240 - SUPPLIES
SKAGGS PUBLIC SAFETY UNIFORM	5/18/2022	\$239.63	uniform - wall	1054240 - SUPPLIES
SKAGGS PUBLIC SAFETY UNIFORM	5/18/2022	\$2.99	uniform - wall	1054240 - SUPPLIES
		\$1,577.27		
SKM INC	5/27/2022	\$722.50	FKC and backup programming	5240310 - PROFESSIONAL & TECHNICAL SVCS
SKM INC	5/27/2022	\$4,727.57	SCADA for new tank	4140705-002 - SR TANK & BOOSTER - Construction
		\$5,450.07		
SMASH ATHLETICS, INC	5/18/2022	\$7,062.38	bball and sball uniforms	6140240 - BASEBALL SUPPLIES
SORENSON, MATTHEW	5/18/2022	\$97.06	RESTITUTION - Case # 221500031	1022430 - COURT FINES AND FORFEITURES
SPRINKLER SUPPLY	5/18/2022	\$620.24	Sprinkler parts	1070300 - PARKS GROUNDS SUPPLIES
SPRINKLER SUPPLY	5/18/2022	\$121.14	Sprinkler parts for parks	1070300 - PARKS GROUNDS SUPPLIES
SPRINKLER SUPPLY	5/18/2022	\$552.96	Sprinkler valves for parks	1070300 - PARKS GROUNDS SUPPLIES
SPRINKLER SUPPLY	5/27/2022	\$248.77	Sprinkler Parts	1070300 - PARKS GROUNDS SUPPLIES
SPRINKLER SUPPLY	5/27/2022	\$58.95	Sprinkler Parts	1070300 - PARKS GROUNDS SUPPLIES
		\$1,602.06		
SPRINT SOLUTIONS, INC	5/18/2022	\$58.87	MAY 2022 JARED SHEPHERD	1068280 - TELEPHONE
SPRINT SOLUTIONS, INC	5/18/2022	\$73.87	MAY 2022 GREGG HIATT	5440280 - TELEPHONE
		\$132.74		
STAPLES	5/18/2022	\$12.82	Office Supplies	1043240 - SUPPLIES
STAPLES	5/27/2022	\$49.99	Wireless keyboard & Mouse	1043240 - SUPPLIES
STAPLES	5/27/2022	\$16.80	Office Supplies	1043240 - SUPPLIES
STAPLES	5/27/2022	\$17.79	Epson Yellow Cartridge	7540240 - SUPPLIES
STAPLES	5/27/2022	\$36.90	Legal Pads	1048240 - SUPPLIES
STAPLES	5/27/2022	\$20.99	64 GB Flash Drive	1043240 - SUPPLIES
		\$155.29		
StevenRHalliday	6/1/2022	\$300.00	Concert in Park	6640720 - RAP TAX EXPENSE
STUART C. IRBY CO.	6/1/2022	\$42,860.43	New Development Street Lights	1022530 - STREET LIGHTS (NEW DEVELOPMENT)
STUDIO EIGHT DESIGNS	6/1/2022	\$1,013.54	Family Fitness SK shirts	6140700 - FUTURE PROGRAMS
SUMMIT CREEK IRRIGATION	5/27/2022	\$410.00	TRANSFER OF 3 WATER SHARE INTO CITY NAME	1043610 - OTHER SERVICES
SUMMIT CREEK IRRIGATION C/O TOD ROWLEY	5/18/2022	\$38,880.00	Summit Creek Annual Assessments - 2022	5440253 - WATER ASSESSMENTS
SUNROC BUILDING MATERIALS, INC	5/27/2022	\$707.13	Road base for Cemetery	4140310 - CEMETERY IMPROVEMENT PROJECTS
SUNROC BUILDING MATERIALS, INC	5/27/2022	\$475.47	Road Base for new road	4140310 - CEMETERY IMPROVEMENT PROJECTS
		\$1,182.60		
THATCHER COMPANY	6/1/2022	(\$2,450.00)	Chlorine bottle return	5140240 - SUPPLIES
THATCHER COMPANY	6/1/2022	(\$500.00)	Tote return	5240510 - WRF - CHEMICAL SUPPLIES
THATCHER COMPANY	6/1/2022	\$6,819.50	Chlorine for water	5140240 - SUPPLIES
		\$3,869.50		
THE CHERRINGTON FIRM PLLC	5/18/2022	\$28.98	Utility Billing Collection Charge	5138900 - MISCELLANEOUS Water
THE CHERRINGTON FIRM PLLC	5/27/2022	\$364.56	Utility Bill Collections	5138900 - MISCELLANEOUS Water
		\$393.54		
THE HARTFORD	5/30/2022	\$3,683.33	Life, ADD, LTD & Sup Life May 2022	1022504 - LIFE/ADD
THE HARTFORD	5/31/2022	\$3,452.90	Life, ADD, LTD & Sup Life June 2022	1022504 - LIFE/ADD
		\$7,136.23		
THOMSON REUTERS - WEST	5/18/2022	\$220.42	CLEAR Software Subscription Apr 1-Apr 30	1054311 - PROFESSIONAL & TECHNICAL
TOLMAN, JESSICA	5/27/2022	\$25.00	REISSUE CH #82887 DID NOT RECEIVE PLANNING COMMISSION REIMBURSEMENT	1015800 - SUSPENSE
TOLMAN, JESSICA	5/27/2022	(\$25.00)	REISSUE CH #82887 DID NOT RECEIVE	1015800 - SUSPENSE
		\$0.00		
TOWN OF GOSHEN	5/27/2022	\$413.24	COURT FINES - JUNE 21	1022430 - COURT FINES AND FORFEITURES
TRYON, ERIK	5/27/2022	\$1,110.21	REISSUE CH #83614 - DID NOT RECEIVE REIMBURSEMENT FOR PURCHASED EQUIPMENT	1015800 - SUSPENSE
TRYON, ERIK	5/27/2022	(\$1,110.21)	REISSUE CH #83614 - DID NOT RECEIVE	1015800 - SUSPENSE
		\$0.00		
UPPER CASE PRINTING	5/18/2022	\$199.80	Flyer for city bill	5140241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	5/18/2022	\$199.80	Flyer for city bill	5240241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	5/18/2022	\$199.80	Flyer for city bill	5440241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	6/1/2022	\$214.50	News letter	5140241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	6/1/2022	\$214.50	News letter	5240241 - UTILITY BILLING PROCESSING FEES
UPPER CASE PRINTING	6/1/2022	\$214.51	News letter	5440241 - UTILITY BILLING PROCESSING FEES
		\$1,242.91		
UTAH BOYS BASEBALL ASSN, INC	5/27/2022	\$860.00	UBBA Membership Fees	6140240 - BASEBALL SUPPLIES
UTAH COUNTY LODGE #31	5/13/2022	\$180.00	FOP Dues (Ut County Lodge #31)	1022425 - FOP DUES
UTAH COUNTY LODGE #31	5/27/2022	\$180.00	FOP Dues (Ut County Lodge #31)	1022425 - FOP DUES
		\$360.00		
UTAH GIRLS SOFTBALL ASSOCIATION	5/27/2022	\$410.00	UGSA Membership Fees	6140240 - BASEBALL SUPPLIES
UTAH LEAGUE OF CITIES & TOWNS	5/27/2022	\$60.00	Elected Officials Essentials - Montoya	1041230 - EDUCATION, TRAINING & TRAVEL
UTAH LEAGUE OF CITIES & TOWNS	5/27/2022	\$60.00	Elected Officials Essentials - Siddoway	1041230 - EDUCATION, TRAINING & TRAVEL
UTAH LEAGUE OF CITIES & TOWNS	5/27/2022	\$60.00	Elected Officials Essentials - Adcock	1041230 - EDUCATION, TRAINING & TRAVEL
UTAH LEAGUE OF CITIES & TOWNS	5/27/2022	\$60.00	Elected Officials Essentials - Olson	1041230 - EDUCATION, TRAINING & TRAVEL
UTAH LEAGUE OF CITIES & TOWNS	5/27/2022	\$90.00	Local Officials Day - Olson	1041230 - EDUCATION, TRAINING & TRAVEL
UTAH LEAGUE OF CITIES & TOWNS	5/27/2022	\$355.00	ULCT Registration - Hathaway	1041230 - EDUCATION, TRAINING & TRAVEL
UTAH LEAGUE OF CITIES & TOWNS	5/27/2022	\$300.00	ULCT Registration - Siddoway	1041230 - EDUCATION, TRAINING & TRAVEL
UTAH LEAGUE OF CITIES & TOWNS	5/27/2022	\$300.00	ULCT Registration - Olson	1041230 - EDUCATION, TRAINING & TRAVEL
UTAH LEAGUE OF CITIES & TOWNS	5/27/2022	\$355.00	ULCT Registration - Montoya	1041230 - EDUCATION, TRAINING & TRAVEL
UTAH LEAGUE OF CITIES & TOWNS	5/27/2022	\$425.00	ULCT - Spring Conference Registration - Marker	1043230 - EDUCATION, TRAINING AND TRAVEL
UTAH LEAGUE OF CITIES & TOWNS	5/27/2022	\$40.00	ULCT Spring Conference - Marker Extra Dinner Ticket	1043230 - EDUCATION, TRAINING AND TRAVEL
		\$2,105.00		
UTAH LOCAL GOVERNMENT TRUST	5/18/2022	\$56.88	Auto Insurance	1043510 - INSURANCE AND BONDS
UTAH LOCAL GOVERNMENT TRUST	5/18/2022	\$4,839.72	Annual Bond - Policy # 13650 - Bond	1043510 - INSURANCE AND BONDS
UTAH LOCAL GOVERNMENT TRUST	5/18/2022	\$782.59	Property Insurance - 13650 - Property	1043510 - INSURANCE AND BONDS
UTAH LOCAL GOVERNMENT TRUST	5/18/2022	\$2,839.49	WC Insurance - March 2022	1022250 - WORKMENS COMPENSATION PAYABLE
UTAH LOCAL GOVERNMENT TRUST	5/18/2022	\$2,924.15	WC Insurance - April 2022	1022250 - WORKMENS COMPENSATION PAYABLE
UTAH LOCAL GOVERNMENT TRUST	5/18/2022	(\$67.11)	Auto Insurance Credit	1043510 - INSURANCE AND BONDS
UTAH LOCAL GOVERNMENT TRUST	5/18/2022	\$1,876.00	Bond - Rural Dev	1043510 - INSURANCE AND BONDS
UTAH LOCAL GOVERNMENT TRUST	5/18/2022	\$30.13	Property Insurance	1043510 - INSURANCE AND BONDS
UTAH LOCAL GOVERNMENT TRUST	5/18/2022	\$2,839.49	WC Comp Insurance - May 2022	1022250 - WORKMENS COMPENSATION PAYABLE
		\$16,131.34		



UTAH STATE DIVISION OF FINANCE	5/31/2022	\$4,331.22	Principal - 2011A-2 Sewer Revenue	562540.2 - 2011A-2 Sewer Revenue Bond repaid
UTAH STATE DIVISION OF FINANCE	5/31/2022	\$6,239.78	Interest - 2011A-2 Sewer Revenue	5640860 - DEBT SERVICE - INTEREST
		\$10,571.00		
UTAH STATE RETIREMENT	5/19/2022	\$876.84	401K - Tier 1 Parity	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	5/19/2022	\$1,066.50	Roth IRA	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	5/19/2022	\$1,189.48		457 1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	5/19/2022	\$1,201.50	Retirement Loan Payment	1022325 - RETIREMENT LOAN PAYMENT
UTAH STATE RETIREMENT	5/19/2022	\$5,249.41	401K	1022300 - RETIREMENT PAYABLE
UTAH STATE RETIREMENT	5/19/2022	\$25,708.82	Retirement	1022300 - RETIREMENT PAYABLE
		\$35,292.55		
UTAH STATE TAX COMMISSION	6/1/2022	\$7,762.19	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
UTAH STATE TAX COMMISSION	6/1/2022	\$7,332.16	State Income Tax	1022230 - STATE WITHHOLDING PAYABLE
		\$15,094.35		
UTAH VETERINARY DIAGNOSTIC LAB	5/27/2022	\$100.00	UVDL Evidence Incineration	1054311 - PROFESSIONAL & TECHNICAL
VANCON, INC	5/18/2022	\$700,207.65	Summit Ridge PI Tank progress payment #4	4140705-002 - SR TANK & BOOSTER - Construction
VANCON, INC	6/1/2022	\$305,004.64	Summit Ridge PI Tank Pay Request #5	4140705-002 - SR TANK & BOOSTER - Construction
		\$1,005,212.29		
VERIZON WIRELESS	6/1/2022	\$437.51	Verizon Jetpacks	1054340 - CENTRAL DISPATCH FEES
VERIZON WIRELESS	6/1/2022	\$697.23	Verizon Cell Phones	1054280 - TELEPHONE
VERIZON WIRELESS	6/1/2022	\$130.70	Fire Dept- Verizon Bill	7657280 - TELEPHONE
VERIZON WIRELESS	6/1/2022	\$120.13	Community Development Jetpacks	1068280 - TELEPHONE
VERIZON WIRELESS	6/1/2022	\$40.01	GPS Data Collector	1048280 - TELEPHONE
VERIZON WIRELESS	6/1/2022	\$113.73	Public Works PI Monitor	5140240 - SUPPLIES
		\$1,539.31		
Wagner, Coy	5/27/2022	\$13.85	REISSUE CH #81795 LOST CHECK PAYROLL CHECK	1015800 - SUSPENSE
Wagner, Coy	5/27/2022	(\$13.85)	REISSUE CH #81795 LOST CHECK	1015800 - SUSPENSE
		\$0.00		
WALL, BRANDON & KENSIE *	5/27/2022	\$11.86	Refund: 209943 - WALL, BRANDON & KENSIE *	5113110 - ACCOUNTS RECEIVABLE
WALMART BRC - GE CAPITAL RETAIL BANK	5/27/2022	\$39.62	SENIOR FOOD	7540480 - FOOD
WALMART BRC - GE CAPITAL RETAIL BANK	5/27/2022	\$49.40	SENIOR FOOD	7540480 - FOOD
WALMART BRC - GE CAPITAL RETAIL BANK	5/27/2022	\$122.48	SENIOR FOOD	7540480 - FOOD
WALMART BRC - GE CAPITAL RETAIL BANK	5/27/2022	\$163.69	SENIOR FOOD	7540480 - FOOD
WALMART BRC - GE CAPITAL RETAIL BANK	5/27/2022	\$165.37	SENIOR FOOD	7540480 - FOOD
		\$540.56		
WAXIE'S SANITARY SUPPLY	5/18/2022	\$306.88	Cleaning supplies	1051240 - SUPPLIES
WAXIE'S SANITARY SUPPLY	5/18/2022	\$111.68	Foam gun for cleaning bathrooms	1070300 - PARKS GROUNDS SUPPLIES
WAXIE'S SANITARY SUPPLY	6/1/2022	\$193.75	Chemical to clean hard water	1051300 - BUILDINGS & GROUND MAINTENANCE
		\$612.31		
Wellman, London	5/27/2022	\$18.47	REISSUE CH #83790 LOST CHECK - PAYROLL CHECK	1015800 - SUSPENSE
Wellman, London	5/27/2022	(\$18.47)	REISSUE CH #83790 LOST CHECK	1015800 - SUSPENSE
		\$0.00		
WEST, JARED	5/27/2022	\$35.96	REISSUE CH #81553 DID NOT RECEIVE - UTILITY ACCT REFUND	1015800 - SUSPENSE
WEST, JARED	5/27/2022	(\$35.96)	REISSUE CH #81553 DID NOT RECEIVE	1015800 - SUSPENSE
		\$0.00		
WHITE, CHARLES W *	5/27/2022	\$169.08	REISSUE CH#78166 DID NOT RECEIVE CHECK - UTILITY ACCT REFUND	1015800 - SUSPENSE
WHITE, CHARLES W *	5/27/2022	(\$169.08)	REISSUE CH#78166 DID NOT RECEIVE CHECK	1015800 - SUSPENSE
		\$0.00		
WORTHEN, JENNA	5/27/2022	\$97.43	Amazon shoes x 2-Uniforms	1054240 - SUPPLIES
YBA SHIRTS, INC	5/27/2022	\$7,073.25	Youth Soccer	6140610 - SOCCER EXPENSE
ZFNB - UTAH CORPORATE TRUST	5/27/2022	\$750.00	2018 Water Bond Trustee Fees	5140825 - TRUSTEE FEES
ZFNB - UTAH CORPORATE TRUST	5/27/2022	\$750.00	2018 WATER BOND TRUSTEE FEES	5440825 - TRUSTEE FEES
		\$1,500.00		
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$398.71	Purchase Best Western Plus Abbey	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$400.98	Purchase Fairfield Inn	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$667.14	Purchase Best Western Plus Abbey	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$667.14	Purchase Best Western Plus Abbey	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$10.49	Mounting supplies for Kirk Hunsaker&™s shadow box gift (gun finally arrived)	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$60.00	Lunch with Forest Service and Mayor and Norm Maracas Mexican Grill	1042230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$63.00	Lunch Meeting Commissioner Sakievich and Mayor	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$101.05	Name Plates-wilkinsons Trophy,	1041240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$150.40	Computer setup and wires - Office transition to Norm	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$189.95	Mayor Hunsaker&™s shadow box gift (gun) - finally arrived.	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$200.00	Utah City Mgmt. Assoc. Conf - Ben	1043230 - EDUCATION, TRAINING AND TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$355.00	Utah League Of Cities Registration - Ben	1043230 - EDUCATION, TRAINING AND TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$587.91	UCMA Conf Hotel HiltonGarden	1043230 - EDUCATION, TRAINING AND TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$55.72	Console for Ranger	1070250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$60.60	Battery for emergency lights at PS building	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$65.58	Air filters for city hall	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$72.13	Air filters for Rec office	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$82.27	Emergency light to PS building	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$100.51	Air filters for PW	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$192.92	Air filters for WRF	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$193.03	Ring cameras for snack shack	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$567.48	Changing tables for the library	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$56.81	Lunch with Police	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$321.08	Purchase Cliff Side Restaurant	1041610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	(\$44.70)	Credit Voucher Parry Lodge	1043230 - EDUCATION, TRAINING AND TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$20.98	Purchase Mobettahs St George 17	1043230 - EDUCATION, TRAINING AND TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$262.70	Purchase Parry Lodge - UAPA conference	1043230 - EDUCATION, TRAINING AND TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$608.15	Purchase Desert Garden Inn St George ULCT Conference	1043230 - EDUCATION, TRAINING AND TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$704.00	Purchase American Planning Associ	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$984.00	Icma Online membership renewal	1043210 - BOOKS,SUBSCRIPTIONS,MEMBERSHIP
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$1.03	Screws for cameras	6140240 - BASEBALL SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$25.85	Evaluation expenses	6140240 - BASEBALL SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$32.98	Purchase Pldj.Co	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$64.35	Soccer Ref Scheduling	6140610 - SOCCER EXPENSE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$154.94	Mens Basketball Award	6140670 - ADULT SPORTS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$182.21	Disc Golf Awards	6140700 - FUTURE PROGRAMS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$63.52	Hose Nozzles for the new hose reels	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$6.44	YCC Gift basket supplies	1041670 - YOUTH CITY COUNCIL EXPENSES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$17.18	Art Festival Award Ribbons	6640720 - RAP TAX EXPENSE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$30.87	Maceys Donuts for Volunteers at Easter Egg Hunt	6240800 - EASTER EGG EVENT EXPENSE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$32.62	YCC gift basket supplies and chocolate milk	1041670 - YOUTH CITY COUNCIL EXPENSES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$37.71	Art Festival Supplies	6640720 - RAP TAX EXPENSE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$38.48	Plein Air Canvas Stamp	6640720 - RAP TAX EXPENSE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$50.00	Facebook-social media ads	6740610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$96.90	Art Festival Supplies	6640720 - RAP TAX EXPENSE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$195.00	USA Archery Shauna Jo Renew Certification	6840700 - FUTURE PROGRAMS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$27.95	This is for the compressor that runs the boiler in at the museum	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$54.62	Purchase Kaman Dist Grp 401. Bearings for the street mower	1060250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$99.99	Purchase Amzn Mktp Us Lights for the museum	1051300 - BUILDINGS & GROUND MAINTENANCE

ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$196.15	Sprayer calibration tool for our sprayers.	1070305 - ARBORTIST/LANDSCAPING
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$489.72	Purchase Holiday Inn This was for Gregg Hiatt	5240230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$747.00	Solenoid for the air controlled valves on the Membrane trains 4 replacements and 2 spares	5240250 - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	(\$12.18)	Credit Voucher TeePublic/only has expense codes should go to 7238300	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$6.04	Purchase Amzn Mktpt Us office supplies	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$12.10	Amzn enhance grant	7240760 - OTHER GRANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$14.98	Purchase Amzn Mktpt Summer Reading	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$16.78	Purchase Hobby-Lobby #952 magic tree house supplies	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$16.88	Purchase Wm Supercenter #4068 teen book club	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$18.95	Amazon grant	7240760 - OTHER GRANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$20.99	Purchase The Paper Store Teen book club	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$22.17	Purchase Amzn Mktpt Us teen book club	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$24.75	Purchase Dollar Tree magic tree house supplies	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$24.98	Amzn supplies	7240240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$27.58	Purchase Amzn Mktpt Summer Reading	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$37.97	Purchase Amzn Mktpt Summer reading	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$54.03	Purchase Amzn Mktpt Summer reading	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$57.96	Amzn summer reading	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$58.94	Amzn books	7240210 - BOOKS, SUBSCRIPTIONS & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$60.74	Purchase Amzn Mktpt Summer reading	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$75.96	Purchase Amzn Mktpt Summer reading	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$102.09	Purchase Amzn Mktpt Us/summer reading	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$192.17	Purchase TeePublic summer reading	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$309.00	Byu Continuing Ed/Summer Book conference	7240230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$309.00	Purchase Byu Continuing Ed2	7240230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$364.15	Amzn grant enhance	7240760 - OTHER GRANT EXPENSES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	(\$48.28)	Credit Voucher Dri'l printing Services. We were able to get Sales Tax refunded on medal sign holders.	6740610 - OTHER SERVICES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$3.59	Purchase Maceys in Santaquin. Disc Golf Tournament ice.	6140700 - FUTURE PROGRAMS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$23.40	Supplies for Couch to 5K run	6140700 - FUTURE PROGRAMS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$27.28	Purchased snacks in celebration of multiple staff birthday parties and honoring an employee of the city	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$36.94	Couch to 5K run supplies	6140700 - FUTURE PROGRAMS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$37.55	Purchase In *magnolia Blooms Llc. Flowers for Museum Art Show Open House.	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$40.00	Couch to 5K run Winner Gift cards. (these were for participants and not staff)	6140700 - FUTURE PROGRAMS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$42.89	Purchase Dickssportinggoods.Com. Tennis Grant funded equipment.	6840810 - TENNIS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$42.89	Purchase Dickssportinggoods.Com. Tennis Grant funded equipment. Tenn-Tube #2	6840810 - TENNIS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$55.90	Purchase Maceys in Santaquin. Disc golf tournament snacks and supplies for participants.	6140700 - FUTURE PROGRAMS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$68.45	Purchase Maceys in Santaquin. Museum Art Show Open House Food Items.	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$85.78	Purchase Dickssportinggoods.Com. Tennis Grant Funded equipment.	6840810 - TENNIS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$85.96	Purchase Race Ready. Runner Tear-away Bibs for upcoming races in 2022.	6140700 - FUTURE PROGRAMS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$100.00	Purchase Adtsecurity Myadt.Com; Deposit for the security system upgrade with Museum Alarm System.	6340310 - PROFESSIONAL & TECHNICAL SVCS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$262.42	Purchase 713-435-4800 Tennis Express. Tennis Grant funded equipment.	6840810 - TENNIS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$271.47	Purchase Wm Supercenter #5167. Museum Supplies.	6340240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$360.00	Central Utah Recreation & Parks Association hosts an annual golf tournament to raise scholars	6740230 - EDUCATION, TRAINING, & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$388.00	This is the second and final installation payment for new alarm system pad at Museum. ADT has	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$411.83	Purchase Survey Monkey Account - Annual subscription	6740210 - BOOKS, SUBSCRIPTIONS, & MEMBERSHIPS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$1,504.00	Annual ESRI GIS software maintenance.	4340500 - SOFTWARE EXPENSE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$2.05	Purchase Smiths Food #4189 Ice for water during CC & Mayor tour of conservation gardens	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$31.23	Purchase Smiths Food #4189 Snacks & water for CC and Mayor tour of conservation gardens	1041230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$557.00	Purchase Hilton Garden Inn UCMA spring Conference for Norm B	1048230 - EDUCATION, TRAINING, TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$837.01	Purchase Hilton Garden Inn Utah League of Cities and Towns Annual Spring Cofereence	1048230 - EDUCATION, TRAINING, TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$55.65	Purchase Amzn Mktpt Us	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$88.74	Purchase Safariland, Llc	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$111.24	Purchase Safariland, Llc	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$163.27	Purchase Action Targets	1054230 - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$299.75	Purchase Sp Image Supply	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$525.28	Purchase Magleby's Catering - Moto	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$1,128.45	Purchase Kulu	1054240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$9.17	Battery Terminal Cleaner and protector new batteries B-142	7657250 - FIRE - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$32.03	Rehab on Fatal Traffic Accident	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$37.62	Rehab on Fatal Traffic Accident	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$45.52	Purchase Crumbl	7657132 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$53.08	iPad cases that have been returned	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$102.19	Cord reel installation supplies to bring bay wiring up to code	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$137.45	Purchase Chick-Fil-A #03492	7657132 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$164.38	Windshield trim for BC Rig	7657250 - FIRE - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$175.99	iPad cases for EMS units	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$177.25	Headlamps	7657700 - WILDLAND FIRE RES EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$388.55	Purchase Northside Sales Co. Water Dept 4 gas meter as per Callaway	7657240 - FIRE - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$459.99	iPad for Amb 141 new EMS Program	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$459.99	iPad for Ambulance 142 new EMS program	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$1,402.88	Purchase Northside Sales Co. Water Dept 4 gas meter as per Callaway	5240550 - WRF - EQUIPMENT MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$2,654.16	Cord Reels for Bays	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$3,038.64	Cord reel installation wiring supplies to bring bay outlets up to code	1051300 - BUILDINGS & GROUND MAINTENANCE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	(\$75.00)	Credit Voucher Hale Center Theater Orem	7540310 - EVENTS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	(\$33.00)	Credit Voucher Hale Center Theater Orem	7540310 - EVENTS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$32.71	Seniors Supplies	7540240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$33.00	Purchase Hale Center Theater Orem	7540310 - EVENTS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$129.00	Purchase Hale Center Theater Orem - Tickets for hale Theater trip	7540310 - EVENTS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	(\$16.99)	Amazon return - coin tray	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$16.89	Employee luncheon	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$33.48	Purchase Amzn - Office Supplies	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$33.84	Purchase Amazon.Com - paper shredder/court	1042240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$75.00	Utah Public Treasurer Association Membership Fee	1043210 - BOOKS, SUBSCRIPTIONS, MEMBERSHIP
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$119.99	Annual Purchase Canva for newsletter	4340500 - SOFTWARE EXPENSE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$125.00	Ipma-Hr Utah membership - Shannon	1043210 - BOOKS, SUBSCRIPTIONS, MEMBERSHIP
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$175.00	Treasurers Conference Registration - Joyce Lamb	1043230 - EDUCATION, TRAINING AND TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$735.00	Purchase Stampfl For 3-2022	4340118 - STAMPFLI - AP OCR SOFTWARE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$78.96	Drama Camp book aid and Lamination Sheets for classes supplies	6840300 - MISC SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$2.50	Drinking Water for Tennis participants	6840810 - TENNIS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$10.30	Blue Highlighter - Little Miss Participation gift bags supplies	6240482 - LITTLE MISS/JR. MISS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$11.32	Teen Easter Flashlight Hunt Prizes	6240800 - EASTER EGG EVENT EXPENSE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$12.88	Decorations for the little miss pageant	6240482 - LITTLE MISS/JR. MISS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$16.97	Purple Highlighter - Little Miss Decorations	6240482 - LITTLE MISS/JR. MISS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$19.00	Drama Camp book aid and Lamination Sheets for classes supplies	6840808 - KIDS CAMPS/EVENTS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$19.97	Summer Reading Program	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$24.47	Lamination Sheets for Classes	6840300 - MISC SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$56.96	Zip Ties and Tape for event Easter	6240800 - EASTER EGG EVENT EXPENSE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$59.38	Little Miss awards - Trophy	6240482 - LITTLE MISS/JR. MISS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$100.59	Yellow Highlighter - Little Miss Participation gifts bags supplies	6240482 - LITTLE MISS/JR. MISS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$108.92	Summer Reading program	7240770 - LIBRARY BOARD FUND RAISER EXPENDITURES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$260.06	Little Miss Sashes	6240482 - LITTLE MISS/JR. MISS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$352.54	Crowns for Little Miss Pageant	6240482 - LITTLE MISS/JR. MISS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$424.89	Purchase Costco Whse #1118 Easter Egg Hunt Candy and treats	6240800 - EASTER EGG EVENT EXPENSE
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$450.00	Purchase Payson Rec And Pool - Pool Party sje	6240342 - SUMMER PASSPORT
ZIONS BANK-SANTAQUIN-CC	5/12/2022	(\$75.00)	Credit Voucher Costco Whse #1118	7657240 - FIRE - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$19.98	Purchase Maceys in Santaquin	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$30.00	Purchase Udoh-Bureauumgrmedsvs	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$54.51	Purchase Maracas Mexican Grill	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$150.00	Purchase Udoh-Bureauumgrmedsvs	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$200.00	Purchase Udoh-Bureauumgrmedsvs	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$200.00	Purchase Udoh-Bureauumgrmedsvs	7657235 - EMS - EDUCATION, TRAINING & TRAVEL
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$266.52	Purchase Costco Whse #1118	7657242 - EMS - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$45.96	Supplies and EOM basket/gift	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$92.05	drinks, candy, gift cards and YCC gift basket items	1041670 - YOUTH CITY COUNCIL EXPENSES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$2.07	Photo for gift basket	1041670 - YOUTH CITY COUNCIL EXPENSES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$8.58	Invites for Ben Reeves going away	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$23.66	Supplies for Council Dinner	1041240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$30.00	Gift cards for YCC scholarship gift baskets	1041670 - YOUTH CITY COUNCIL EXPENSES

ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$32.16	Birthday cards	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$50.00	Purchase In *magnolia Blooms Lic	1043480 - EMPLOYEE RECOGNITIONS
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$62.59	Supplies and EOM basket/gift	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$68.20	Dinner for Council Meeting	1041240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$165.48	drinks, candy , gift cards and YCC gift basket items	1043240 - SUPPLIES
ZIONS BANK-SANTAQUIN-CC	5/12/2022	\$179.20	Rodeo queen prizes	6240207 - RODEO QUEEN CONTEST
		\$34,554.79		
		\$2,559,566.27		

## **ORDINANCE NO. 06-01-2022**

**AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO DEFINE COMMERCIAL, COSMETOLOGY AND PERMIT THE LAND USE IN ALL AREAS OF THE MAIN STREET BUSINESS DISTRICTS ZONE, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.**

**WHEREAS**, the City of Santaquin is a fourth class city of the state of Utah; and

**WHEREAS**, the City Council has specific authority pursuant to Title 10, Chapter 9a, Utah Code Ann. (1953 as amended) to adopt a zoning plan including an ordinance and map which divide the municipality into districts or zones and within such districts to regulate the erection, construction, reconstruction, alteration, repair and uses of buildings and structures and the uses of land; and

**WHEREAS**, the state legislature has granted general welfare power to the City Council, independent, apart from, and in addition to, its specific grants of legislative authority, which enables the city to pass ordinances which are reasonably and appropriately related to the objectives of that power, i.e. providing for the public safety, health, morals, and welfare; and

**WHEREAS**, the City Council desires to amend Santaquin City Code Title 10, Chapter 08, Section 020 to define "Commercial, Cosmetology" and Title 10, Chapter 20, Section 190 to permit Commercial, Cosmetology in all areas of the Main Street Business Districts Zone.; and

**WHEREAS**, the Santaquin City Planning Commission held a public hearing on May 24, 2022, which hearing was preceded by the posting of public notice in at least three public places within the City limits of Santaquin City in accordance with Section 10-9a-205 of the Utah State Code; and

**WHEREAS**, after the noted public hearing, the Santaquin City Planning Commission forwarded a recommendation to the City Council;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Santaquin City, State of Utah, as follows:

### **Section I. Amendments**

**Title 10 Chapter 08 Section 020 is amended as follows:** (underlined text is added, stricken text is deleted)

COMMERCIAL, ANCILLARY: In a mixed use development, a retail use which is secondary in use and scale to a large scale office or residential development. Such uses are normally associated with, and supply services to the principal use. Ancillary retail uses might include, but are not limited to, office supplies, financial services, copy centers, dry cleaners, athletic clubs, and restaurants.

COMMERCIAL, CONVENIENCE: Establishments which are designed and intended to serve the daily or frequent trade or service needs of surrounding population. Such establishments typically include grocery stores, variety stores, drugstores, dry cleaning, beauty shops,

barbershops, or a combination thereof and having floor areas typically less than fifty thousand (50,000) square feet. Convenience stores do not typically include repair garages, automobile sales, service or storage.

COMMERCIAL, COSMETOLOGY: Establishments which are designed and intended to serve the daily or frequent cosmetology service needs of the surrounding population. Such establishments typically include hairstyling, skin care, tanning, makeup application, eyelash treatments, waxing, nail care, permanent makeup applications, and other beauty treatments. This does not include tattooing.

COMMERCIAL, HEAVY: An establishment or business which generally uses open sales yards, outside equipment storage, or outside activities that generate noise or other impacts considered incompatible with less intense uses. Typical businesses in this definition are lumberyards, construction specialty services, heavy equipment suppliers, or building contractors.

COMMERCIAL, INDUSTRIAL EQUIPMENT SALES: A facility for the display and sale of equipment and machinery used for commercial and industrial purposes. This does not typically include repair or service of equipment.

COMMERCIAL, RECREATION: An establishment providing completely enclosed recreation activities. Accessory uses may include the preparation and serving of food and/or the sale of equipment related to the enclosed uses. Included in this definition shall be bowling, roller or ice skating, billiards, indoor and outdoor swimming pools, tennis clubs, strength training and related amusements. This does not include theaters.

COMMERCIAL, RETAIL SALES AND SERVICES: Establishments which primarily engage in the sale of general retail goods and/or accessory services (e.g., businesses within this definition include those which conduct sales and storage entirely within an enclosed structure, with the exception of occasional outdoor "sidewalk" promotions); and businesses specializing in the sale of either general merchandise or convenience goods. Services may include laundromats with coin operated self-service machines, self-service or full service car washes, and repair services for small household appliances or equipment. Work conducted on the premises may include handicraft production of tangible goods such as pottery, jewelry, picture frames, or leather goods.

**Title 10 Chapter 20 Section 190 is amended as follows:** (underlined text is added, stricken text is deleted)

Commercial, ancillary	P	P	N
Commercial, convenience store	C	P	N
<u>Commercial, cosmetology</u>	<u>P</u>	<u>P</u>	<u>P</u>
Commercial parking lot or garage	A	A	A
Commercial, recreation	P	P	C
Commercial, repair services	P	P	N
Commercial, retail sales and services	P	P	N

## **Section II. Severability**

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

## **Section III. Contrary Provisions Repealed**

Any and all other provisions of the Santaquin City Code that are contrary to the provisions of this Ordinance are hereby repealed.

## **Section IV. Codification, Inclusion in the Code, and Scrivener's Errors**

It is the intent of the City Council that the provisions of this ordinance be made part of the Santaquin City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, and that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

## **Section V. Posting and Effective Date**

This ordinance shall become effective at 5:00 p.m. on Wednesday, June 8, 2022. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City and place a copy of this ordinance in three places within the City.

PASSED AND ADOPTED this 7<sup>th</sup> day of June 2022.

\_\_\_\_\_  
Daniel M. Olson, Mayor

Councilmember Art Adcock	Voted	___
Councilmember Elizabeth Montoya	Voted	___
Councilmember Lynn Mecham	Voted	___
Councilmember Jeff Siddoway	Voted	___
Councilmember David Hathaway	Voted	___

ATTEST:

\_\_\_\_\_  
Amalie R. Ottley, City Recorder

STATE OF UTAH                    )  
  ) ss.  
COUNTY OF UTAH                )

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the 7<sup>th</sup> day of June 2022, entitled

**“AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO DEFINE COMMERCIAL, COSMETOLOGY AND PERMIT THE LAND USE IN ALL AREAS OF THE MAIN STREET BUSINESS DISTRICTS ZONE, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.”**

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this 7<sup>th</sup> day of June 2022.

---

Amalie R. Ottley  
Santaquin City Recorder

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH                    )  
  ) ss.  
COUNTY OF UTAH                )

I, Amalie R. Ottley, City Recorder of Santaquin City, Utah, do hereby certify and declare that I posted in three (3) public places the ordinance, which is attached hereto on the 7<sup>th</sup> day of June 2022.

The three places are as follows:

1.       Zions Bank
2.       Post Office
3.       City Office

I further certify that copies of the ordinance so posted were true and correct copies of said ordinance.

\_\_\_\_\_  
Amalie R. Ottley  
Santaquin City Recorder

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by Amalie R. Ottley.

\_\_\_\_\_  
Notary Public



## **ORDINANCE NO. 06-02-2022**

**AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO ALLOW TWO DRIVE-IN RESTAURANT MENU BOARDS PER DRIVE-IN AISLE AND ALLOW LARGER DIRECTIONAL AND INSTRUCTIONAL SIGNS, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER'S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.**

**WHEREAS**, the City of Santaquin is a fourth class city of the state of Utah; and

**WHEREAS**, the City Council has specific authority pursuant to Title 10, Chapter 9a, Utah Code Ann. (1953 as amended) to adopt a zoning plan including an ordinance and map which divide the municipality into districts or zones and within such districts to regulate the erection, construction, reconstruction, alteration, repair and uses of buildings and structures and the uses of land; and

**WHEREAS**, the state legislature has granted general welfare power to the City Council, independent, apart from, and in addition to, its specific grants of legislative authority, which enables the city to pass ordinances which are reasonably and appropriately related to the objectives of that power, i.e. providing for the public safety, health, morals, and welfare; and

**WHEREAS**, the City Council desires to amend Santaquin City Code Title 10, Chapter 44, Section 070 to allow two drive-in restaurant menu boards per drive-in aisle and larger directional and instructional signs.; and

**WHEREAS**, the Santaquin City Planning Commission held a public hearing on May 24, 2022, which hearing was preceded by the posting of public notice in at least three public places within the City limits of Santaquin City in accordance with Section 10-9a-205 of the Utah State Code; and

**WHEREAS**, after the noted public hearing, the Santaquin City Planning Commission forwarded a recommendation to the City Council;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Santaquin City, State of Utah, as follows:

### **Section I. Amendments**

**Title 10 Chapter 44 Section 070 is amended as follows: (underlined text is added, stricken text is deleted)**

#### **10.44.070 SIGNS ALLOWED WITHOUT A PERMIT**

- A. All Zones: The following signs are allowed in any zoning district, except on public property, without the requirement of a sign permit.

1. Directional Or Instructional Signs: Signs which provide direction or instruction and are located entirely on premises and which do not in any way advertise a business shall not exceed five (5) ~~four (4)~~ square feet in area or seven (7') ~~four~~ feet ~~(4')~~ in height. These signs may identify restrooms, public telephones, walkways, or shall provide direction such as parking lot entrance and exit signs and those of a similar nature.
- C. Commercial And Industrial Zones: It is recognized that signs announcing the location, availability, or development of property are necessary. Because these are allowed without a permit, restraint is advised.
3. Other Allowed Signs:
- a. Window Signs: Window signs which are painted on or temporarily affixed to the window surface shall cover no more than twenty five percent (25%) of any single window, or twenty five percent (25%) of the entire surface area of a group of windows and shall not be so affixed as to block clear view of exits or entrances, or to create a safety hazard. This applies also to inside illuminated signs (e.g., neon, etc.) which are within eighteen inches (18") of the window surface.
  - b. Menu Boards: Menu boards for drive-in restaurants are to be reviewed and approved by the community development department at site plan review. The following shall apply although the planning commission may approve additional menu boards or ~~them at~~ different locations ~~at the time of site plan review only~~, depending upon circumstances:
    1. Only two (2) menu boards are allowed per ~~site drive-in aisle~~. If the menu board is located in the front of the building, it ~~and~~ must be located behind the minimum front setback on the primary frontage. ~~landscaped setback area.~~
    2. Maximum area shall not exceed thirty-five (35) square feet per sign and six feet (6') in height.
  - c. Gasoline Price Signs: One double faced sign for each type of fuel sold is allowed per gas island with a maximum of ten (10) sets per station. The area of said sign may not exceed four (4) square feet each. (Ord. 2-01-2002, 2-5-2002, eff. 2-5-2002)

## **Section II. Severability**

If any part of this ordinance or the application thereof to any person or circumstances shall, for any reason, be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this ordinance or the application thereof to other persons and circumstances, but shall be confined to its operation to the section, subdivision, sentence or part of the section and the persons and circumstances directly involved in the controversy in which such judgment shall have been rendered. It is hereby declared to be the intent of the City Council that this section would have been adopted if such invalid section, provisions, subdivision, sentence or part of a section or application had not been included.

## **Section III. Contrary Provisions Repealed**

Any and all other provisions of the Santaquin City Code that are contrary to the provisions of this Ordinance are hereby repealed.

**Section IV. Codification, Inclusion in the Code, and Scrivener's Errors**

It is the intent of the City Council that the provisions of this ordinance be made part of the Santaquin City Code as adopted, that sections of this ordinance may be re-numbered or re-lettered, and that the word ordinance may be changed to section, chapter, or other such appropriate word or phrase in order to accomplish such intent regardless of whether such inclusion in a code is accomplished. Typographical errors which do not affect the intent of this ordinance may be authorized by the City without need of public hearing by its filing a corrected or re-codified copy of the same with the City Recorder.

**Section V. Posting and Effective Date**

This ordinance shall become effective at 5:00 p.m. on Wednesday, June 8, 2022. Prior to that time, the City Recorder shall deposit a copy of this ordinance in the official records of the City and place a copy of this ordinance in three places within the City.

PASSED AND ADOPTED this 7<sup>th</sup> day of June 2022.

\_\_\_\_\_  
Daniel M. Olson, Mayor

Councilmember Art Adcock	Voted	___
Councilmember Elizabeth Montoya	Voted	___
Councilmember Lynn Meham	Voted	___
Councilmember Jeff Siddoway	Voted	___
Councilmember David Hathaway	Voted	___

ATTEST:

\_\_\_\_\_  
Amalie R. Ottley, City Recorder

STATE OF UTAH                    )  
  ) ss.  
COUNTY OF UTAH                )

I, AMALIE R. OTTLEY, City Recorder of Santaquin City, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of an ordinance passed by the City Council of Santaquin City, Utah, on the 7<sup>th</sup> day of June 2022, entitled

**“AN ORDINANCE AMENDING SANTAQUIN CITY CODE TO ALLOW TWO DRIVE-IN RESTAURANT MENU BOARDS PER DRIVE-IN AISLE AND ALLOW LARGER DIRECTIONAL AND INSTRUCTIONAL SIGNS, PROVIDING FOR CODIFICATION, CORRECTION OF SCRIVENER’S ERRORS, SEVERABILITY, AND AN EFFECTIVE DATE FOR THE ORDINANCE.”**

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Santaquin City Utah this 7<sup>th</sup> day of June 2022.

---

Amalie R. Ottley  
Santaquin City Recorder

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH                    )  
  ) ss.  
COUNTY OF UTAH                )

I, Amalie R. Ottley, City Recorder of Santaquin City, Utah, do hereby certify and declare that I posted in three (3) public places the ordinance, which is attached hereto on the 7<sup>th</sup> day of June 2022.

The three places are as follows:

1.       Zions Bank
2.       Post Office
3.       City Office

I further certify that copies of the ordinance so posted were true and correct copies of said ordinance.

\_\_\_\_\_  
Amalie R. Ottley  
Santaquin City Recorder

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by Amalie R. Ottley.

\_\_\_\_\_  
Notary Public



To: Mayor Olson and City Council  
 From: John Bradley, Community Services Director  
 Date: June 6, 2022  
**RE: RAP TAX Recommendations**

RAP TAX Committee reviewed 22 potential projects submitted by Santaquin City staff. No projects were submitted by non-profit organizations. The amount available increased substantially to \$130,000. Below is the list of projects proposed and recommended to City Council:

CATEGORY	TYPE	DESCRIPTION	APPLICATIONS REQUESTED	RAP TAX Committee Recommended	City Council Approved
				May 18, 2022	June 6, 2022
Recreation	One-Time	Pickleball equipment & (metal holders) for Harvest View Sports Complex	\$ 2,000.00	\$ 1,000.00	
Recreation	One-Time	Ice Machine-Youth Sport Concessions	\$ 3,000.00	\$ 3,000.00	
Recreation	One-Time	Youth Sport Equipment (Multi-sport)	\$ 12,000.00		
Recreation	One-Time	Archery Class Equipment	\$ 4,550.00		
Recreation	One-Time	Youth Outdoor Equipment: Mountain Bikes and Kayaks	\$ 5,000.00		
Recreation	One-Time	Borrow Box for residents at Multiple City Parks	\$ 950.00		
Recreation	One-Time	Ballfield Fence Topper (Multiple ballfields)	\$ 1,500.00		
Arts/Events	Innovation	Park Banner Holders	\$ 2,200.00	\$ 2,200.00	
Recreation	Innovation	Community Outreach Phone App-CS Dpt: Poly App (1 year)	\$ 4,800.00	\$ 4,800.00	

Museum	Innovation	Museum Projects: Promoting History of Santaquin:/ Print Historical Sites Booklet/Reprint Santaquin thru Years Book/New Power Plant Exhibit/ New Room Signage	\$ 5,500.00	\$ 5,500.00	
Arts	Innovation	Develop Cultural Arts:/Art Festival/ Art in the Park/ Mural Art/Concerts in the Park Series	\$ 5,000.00	\$ 8,000.00	
Arts	Innovation	Department Transportation Van Wrap (Driving Billboard)	\$ 3,550.00		
Arts	Innovation	Utility Box Wrap on Main Street (2 Boxes)	\$ 3,850.00		
Parks	As Needed	New Event Bleachers	\$ 8,000.00		
Events	As Needed	Community Special Events: (Offer new events and expand existing)	\$ 7,000.00		
Parks	One-Time	Centennial Park- New Picnic Tables	\$ 9,000.00	\$ 9,000.00	
Arena	Multi-Year	Rodeo Arena: New Chutes (Half now, half next year: Total: \$36,000)	\$ 18,000.00		
Parks	Multi-Year	Theodore Ahlin Park Improvements:/Picnic Pavilion /Picnic tables/Other improvements as funding available	\$ 36,000.00	\$ 96,500.00	
Parks	Park Impact	Prospector View Park & Trailhead	\$ 5,000.00		
Parks	Park Impact	Skate Park	\$ 5,000.00		
Arts/Events	Multi-Year	Permanent Park Pavilion/Stage (Future Opportunity)	\$ -		
Parks	Multi-Year	Walking Trail around Centennial Park (Future Opportunity)	\$ 12,300.00		
		Subtotal:	\$ 154,200.00	\$ 130,000.00	

**Staff Recommendation:** The Committee desired to utilize the bulk of the funds to build a large project that will have long lasting benefit to the community. The \$96,500 is above and beyond quotes, allowing for future estimated product cost increases and other improvements to site as available. Community Services staff #1 request is supplementing sports equipment. The cost has increased quicker than our ability to replace equipment. We support all requests with one potential change, budgeting \$4,000 for sports equipment and reducing Theodore Ahlin Park Improvements allocation to \$92,500.

## RESOLUTION 06-04-2022

### A RESOLUTION APPROVING A STATE OF UTAH OUTDOOR RECREATION GRANT FUNDING AGREEMENT WITH THE STATE OF UTAH, GOVERNOR'S OFFICE OF ECONOMIC OPPORTUNITY

**WHEREAS**, the Utah Legislature has appropriated money for the Outdoor Recreational Infrastructure Grant Program ("Program") administered by the Utah Office of Outdoor Recreation, which funding is intended to help local governments construct recreational infrastructure within their jurisdictions; and

**WHEREAS**, Santaquin City was awarded grant funds from this Program and will utilize said funding pursuant to the terms of the attached agreement between the City and the State of Utah, Governor's Office of Economic Opportunity ("Go Utah"), Office of Outdoor Recreation (the "Agreement"); and

WHEREAS, the Santaquin City Council finds that participation in the Program pursuant to the terms and conditions of the Agreement will serve the interests of the City and its residents;

**NOW THEREFORE**, be it resolved by the City Council of Santaquin City to authorize the Mayor to execute the attached Outdoor Recreational Infrastructure Grant Program with the State of Utah, Governor's Office of Economic Opportunity ("Go Utah"), Office of Outdoor Recreation.

**ADOPTED AND PASSED** by the City Council of Santaquin City, Utah, this 7<sup>th</sup> day of June, 2022.

SANTAQUIN CITY

---

Daniel M. Olson, Mayor, Santaquin City

Attest

---

Amalie R. Ottley, City Recorder





## Memorandum

**To:** Mayor and City Council  
**CC:** Norm Beagley, City Manager  
**From:** Jon Lundell, P.E., City Engineer  
**Date:** June 3, 2022  
**Re:** Prospector View Park Concrete Restroom Building

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At the Mayor and Council's request, Community Services and Engineering has evaluated pricing for the purchase of a concrete restroom building at the Prospector View Trailhead Park located in Santaquin Canyon.

We contacted CXT Concrete Buildings and requested pricing for a concrete restroom building. CXT is the State of Utah's Best Value Contract company for concrete restroom buildings. CXT provides their buildings under Utah State Bid pricing.

CXT provided a quote of **\$56,606.00**. This price includes the following options:

1. Two-tone color scheme (similar to the restrooms at the Ahlin Pond and Orchard Cove Park)
2. Concrete vault
3. Earthwork for the placement of the building and vault
4. Anti-graffiti coating on the building

For your information, Santaquin City has purchased multiple buildings from CXT in the past and we have had good success with these prefabricated buildings in our parks.

CXT's proposed price includes the cost of delivery and installation.

### **Recommendation:**

Recommend approval of a contract with CXT for a prefabricated restroom building in a not to exceed amount of \$56,606.00.



CXT Precast Concrete Products manufactures restroom, shower and concession buildings in multiple designs, textures and colors. The roof and walls are fabricated with high strength precast concrete to meet all local building codes and textured to match local architectural details. All CXT buildings are designed to meet A.D.A. and to withstand heavy snow, high wind and category E seismic loads. All concrete construction also makes the buildings easy to maintain and withstand the rigors of vandalism. The buildings are prefabricated and delivered complete and ready-to-use, including plumbing and electrical where applicable. With thousands of satisfied customers nationwide, CXT is the leader in prefabricated concrete restrooms.

1. ORDERING ADDRESS(ES):  
CXT Precast Products, Inc.  
606 N. Pines Road, Suite 202 Spokane Valley, WA 99206
2. ORDERING PROCEDURES:  
Fax 509-928-8270
3. PAYMENT ADDRESS(ES):  
**Remitting by check:**  
CXT, Inc., PO Box 643343, Pittsburgh, PA 15264-3343

**Remitting by ACH or wire transfer:**

Beneficiary: CXT, Inc.  
Beneficiary Bank: PNC Bank, Pittsburgh, PA  
Account: 1019282233 ABA/Routing: 043000096  
Email remittance details to AR@lbfoster.com

**TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):**

All prices subject to the "Conditions of Sale" listed on the CXT quotation form.

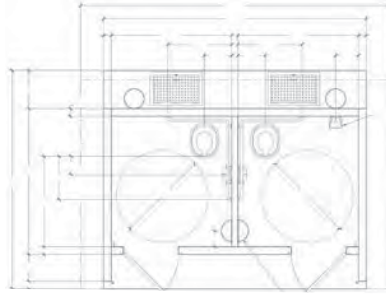
Customers are responsible for marking exact location building is to be set; providing clear and level site, free of overhead and/or underground obstructions; and providing site accessible to normal highway trucks and sufficient area for the crane to install and other equipment to perform the contract requirements.

Customer shall provide notice in writing of low bridges, roadway width or grade, unimproved roads or any other possible obstacles to access. CXT reserves the right to charge the customer for additional costs incurred for special equipment required to perform delivery and installation. Customers will negotiate installation on a project-by- project basis, which shall be priced as separate line items. For more information regarding installation and truck turning radius guidelines please see our website at [www.cxtinc.com](http://www.cxtinc.com).

In the event delivery of the building/s ordered is/are not completed within 30 days of the agreed to schedule through no fault of CXT, an invoice for the full contract value (excluding shipping and installation costs) will be submitted for payment. Delivery and installation charges will be invoiced at the time of delivery and installation.

**\*\*Customer is responsible for all local permits and fees.**

# Double Cascadian



Double Cascadian double vault. Standard features include two polyethylene lined concrete vaults, board and batt upper and lap siding lower textured walls, cedar shake textured roof, off loaded and set up at site.

## Base Price

Double Cascadian 11' 11" x 14' 4"	\$	34606.00	Click to select	34606.00
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## Added Cost Options:

Earth Work (includes excavation, backfill and cleanup)		\$	4000	<input checked="" type="checkbox"/>	4000
Chase Option		\$	2100	<input type="checkbox"/>	0
Optional Roof Texture <input type="checkbox"/> Delta Rib		\$	3000.00		0
Custom Texture		\$	5000.00	<input type="checkbox"/>	0
R-19 Roof Insulation (per room)	Qty: 2	\$	650.00	<input type="checkbox"/>	0
Room Wastebasket (each)	Qty: 2	\$	150.00	<input type="checkbox"/>	0
Owl Guard (each)	Qty: 2	\$	50.00	<input type="checkbox"/>	0
Hand Sanitizer Dispenser (each)	Qty: 2	\$	50.00	<input type="checkbox"/>	0
Marine Package for Extra Corrosion Resistance		\$	3450	<input type="checkbox"/>	0
Solar Light Kit (per room)	Qty: 2	\$	900.00	<input type="checkbox"/>	0
Solar Fan Kit (per room)	Qty: 2	\$	750.00	<input type="checkbox"/>	0
Conduit Junction Box (chase only)		\$	400.00	<input type="checkbox"/>	0
Electric Light Package (chase only)		\$	6500	<input type="checkbox"/>	0
Stamped Plans		\$	2500.00	<input checked="" type="checkbox"/>	2500

Total Cost of Selected Accessories from Accessories Price List: \$ 6500

Estimated One-way Transportation Costs to Site (quote): \$ 11000

Custom Options: Extra Crane \$1000, Extended Anti Sealer \$3500 \$ 4500

Non-taxable Items (i.e., freight, installation, etc.): \$

Tax: \$

**Estimated monthly payment on 5 year lease 1137.7806**

Total Cost per Unit Placed at Job Site: \$ 56606

## Other Options:

Single Color:  
(select one)

Two-Tone Color:  
Walls: Rosewood  
Roof: Sage Green

\*Signage:

☒ Men ☒ Women  
☐ Unisex ☐ Accessible

Wall Vent Location:  
(upon entering door)

☐ Right Side ☒ Rear  
☐ Left Side ☐ Door

\*Building includes restroom signs in Braille and roman lettering.

Notes:

Deadbolt Lock:

☒ CXT Supplied

☐ Customer Supplied Lock

Door Opener:

Privacy Latch ADA Handle

Paper Holders:

3-Roll Stainless Steel

This price quote is good for 60 days from date below, and is accurate and complete.

**Kurt A Mee**  
Digitally signed  
by Kurt A Mee  
Date: 2022.05.10  
15:38:50 -07'00'

CXT Sales Representative

Date

I accept this quote. Please process this order.

Company Name

Customer

Item # 11.

Date

# Santaquin City Resolution 06-05-2022

## A RESOLUTION OF SANTAQUIN CITY ADOPTING AN AMENDMENT TO THE 2016 MOUNTAINLAND ASSOCIATION OF GOVERNMENTS (MAG) CDBG INTERLOCAL AGREEMENT

**WHEREAS**, Santaquin City is a fourth-class city and political subdivision of the State of Utah but is not a CDBG Entitlement city; and

**WHEREAS**, Santaquin City has previously entered into an Interlocal agreement to participate in the Utah County CDBG program; and

**WHEREAS**, Santaquin City also has previously executed an Amendment to the aforementioned Interlocal agreement to participate in the Utah County CDBG program; and

**WHEREAS**, Santaquin City now desires to continue participating in the Utah County CDBG program by entering into a second amendment to the aforementioned Interlocal agreement ;

**NOW, THEREFORE, BE IT RESOLVED**, by the city council of Santaquin City that the attached Agreement Amendment with Utah County is hereby approved, and that the City's mayor and recorder are authorized and directed to execute and deliver the Agreement on behalf of the City. The mayor is authorized to execute the attached Interlocal Cooperation Agreement Amendment that provides for the continued cooperation of the city and Utah county in the CDBG program (attached).

This resolution shall be effective on the date it is adopted.

Approved and adopted by the Santaquin City Council this 7<sup>th</sup> day of June, 2022.

---

Daniel M. Olson, Santaquin City Mayor

Attest:

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Amalie R. Ottley, Santaquin City Recorder

**AGREEMENT NO. 2022 - \_\_\_\_\_**

**AMENDMENT TO INTERLOCAL AGREEMENT 2016-629  
BETWEEN UTAH COUNTY AND SANTAQUIN CITY**

**THIS AMENDMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2022, by and between **UTAH COUNTY**, a corporate and political body of the State of Utah, hereinafter referred to as the **COUNTY**, and **SANTAQUIN CITY**, a municipal corporation, hereinafter referred to as **CITY**.

**WHEREAS**, the above parties previously entered into Agreement No. 2016-629 relating to the Community Development Block Grant Program; and

**WHEREAS**, the above parties previously entered into Agreement No. 2019-558 amending Agreement No. 2016-629 to update the Department of Housing and Urban Development (“HUD”) requirements; and

**WHEREAS**, the **COUNTY** and **CITY** desire to further amend Agreement No. 2016-629 to continue CDBG efforts and maintain compliance with HUD requirements.

**NOW THEREFORE**, in consideration of the foregoing, the mutual covenants made herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the **COUNTY** and **CITY** hereby amend Agreement No. 2016-629 to read as follows:

Section 1, second to last sentence:

1. As provided in Section 570.307 of the Regulations, the qualification of the County as an urban county shall remain effective for the entire 3-year period in effect regardless of changes in its population during that period of time, and the parties agree

the City may not withdraw from nor be removed from inclusion in the urban county for HUD's grant computation purposes during that 3-year period.

Section 2, first sentence:

2. The City and the County shall cooperate in the development and selection of CDBG program activities and projects to be conducted or performed in the City during each of the Federal Fiscal Years (2017-2019) and for each successive 3-year period covered by this agreement.

Section 3:

3. The City recognizes and understands that the County, as a qualified urban county, will be the entity required to execute all grant agreements received from HUD pursuant to the County's annual requests for CDBG program funds that HUD will hold the County, as the grantee under the CDBG programs, legally liable and responsible for the overall administration and performance of the annual CDBG programs, including the projects and activities to be conducted in the City. By executing the agreement, the City understands that (1) the City may not apply for grants under the Small City or State CDBG programs from appropriations for fiscal years during the period in which they are participating in the urban county's CDBG program; (2) the City may receive a formula allocation under the HOME Program only through Utah County as an urban county; and (3) the City may receive a formula allocation under the ESG Program only through the Urban County.

Section 5, first sentence:

5. Prior to disbursing any CDBG programs to any subrecipients, the County shall enter into written agreements with such subrecipients in compliance with 24 CFR 570.503 (CDBG) of the Regulations.

Section 7:

7. City agrees to do all things that are appropriate and required of it to comply with the applicable provisions of the grant agreements received by the County from HUD, the provisions of the Act, and all Rules and Regulations, guidelines, circulars, and other requisites promulgated by the various federal departments, agencies, administrations and commissions relating to the CDBG program. The City and the County agree that failure by them to adopt an amendment to the agreement incorporating all changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice applicable for a subsequent three-year qualification period, and to submit the amendment to HUD as provided in the urban county qualification notice, will void the automatic renewal of such qualification period. In addition the City and the County shall take all actions necessary to assure compliance with the certification required of the County by Section 104(b) of Title I of the Housing and Community Development Act of 1974 as amended, that the grant will be conducted in conformity with Title VI of the Civil Rights Act of 1964, and the implementing regulations at 24 CFR part 1, and the Fair Housing Act, and the implementing regulations at 24 CFR part 100 and other applicable laws. In addition, the City and the County shall take all actions necessary to assure compliance with Title VI of the Civil Rights Act of 1964; the Fair Housing Act; Section 109 of the Title I of the Housing and Community Development Act of 1974, and the implementing regulations at 24 CFR part 6, which incorporates Section 504 of the Rehabilitation Act of 1973, and the implementing regulations at 24 CFR part 8; Title II of the Americans with Disabilities Act, and the implementing regulations at 28 CFR part 35; the Age Discrimination Act of 1975, and the implementing regulation at 24 CFR part 146; Section 3 of the Housing and Urban Development Act of 1968; and other applicable laws, and shall affirmatively further fair housing.

The remaining paragraphs of Agreement No. 2016-629 and 2019-558 which have not been amended herein shall remain in full force and effect.

**IN WITNESS WHEREOF** the parties have caused this Amendment to be duly executed

on the date listed above.

BOARD OF COUNTY COMMISSIONERS  
UTAH COUNTY, UTAH

\_\_\_\_\_  
Thomas V. Sakievich, Chair

ATTEST:  
JOSH DANIELS  
Utah County Clerk/Auditor

By: \_\_\_\_\_  
Deputy Clerk/Auditor

APPROVED AS TO FORM AND COMPLIANCE  
WITH APPLICABLE LAWS:  
DAVID O. LEAVITT  
Utah County Attorney

By: \_\_\_\_\_  
Deputy County Attorney

SANTAQUIN CITY

SANTAQUIN CITY

By: \_\_\_\_\_  
Mayor

Attest:

By: \_\_\_\_\_  
City Recorder

REVIEWED AS TO FORM AND  
COMPLIANCE WITH APPLICABLE LAW:



By: \_\_\_\_\_  
City Attorney

## **RESOLUTION NO. 06-06-2022**

### **A RESOLUTION OF THE SANTAQUIN CITY COUNCIL APPROVING AN EMPLOYMENT AGREEMENT WITH SHANNON HOFFMAN TO BECOME THE SANTAQUIN CITY FINANCE DIRECTOR**

**WHEREAS**, Santaquin City (“City”) is a municipality and political subdivision of the State of Utah; and

**WHEREAS**, The Mayor, with the advice and consent of the City Council, is authorized to appoint a City Finance Director to perform such duties on behalf of the City as may be established by statute or ordinance; and

**WHEREAS**, the City has promoted Shannon Hoffman (“Hoffman”), a full-time employee of the City, to serve as the Finance Director; and

**WHEREAS**, Hoffman desires to be employed with Santaquin City as its Finance Director under certain terms and conditions; and

**WHEREAS**, the parties now desire to enter into this Agreement in order to establish the terms and conditions by which Hoffman’s employment with the City shall be established.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Santaquin City, State of Utah, as follows:

1. The Mayor is authorized to execute the “Santaquin City Finance Director Employment Agreement,” a copy of which is attached hereto, and to execute all other documents necessary to effect the terms and conditions of said agreement.

2. This resolution shall be effective upon its passage.

PASSED AND APPROVED this 7<sup>th</sup> day of June, 2022.

SANTAQUIN CITY COUNCIL

\_\_\_\_\_  
Daniel M. Olson, Santaquin City Mayor

ATTEST:

\_\_\_\_\_  
Amalie R. Ottley, Santaquin

**SANTAQUIN FINANCE DIRECTOR  
EMPLOYMENT AGREEMENT**

This Agreement, made and entered into this 7<sup>th</sup> day of June, 2022, by and between **Santaquin City**, a fourth-class city and political subdivision of the State of Utah (hereinafter called “City”) and **Shannon Hoffman**, (hereinafter called “Hoffman”).

**WITNESSETH:**

**WHEREAS**, Santaquin City (“City”) is a municipality and political subdivision of the State of Utah; and

**WHEREAS**, The Mayor, with the advice and consent of the City Council, is authorized to appoint a City Finance Director to perform such duties on behalf of the City as may be established by statute or ordinance; and

**WHEREAS**, the City has promoted Shannon Hoffman (“Hoffman”), a full-time employee of the City, to serve as the Finance Director; and

**WHEREAS**, Hoffman desires to be employed with Santaquin City as its Finance Director under certain terms and conditions; and

**WHEREAS**, the parties now desire to enter into this Agreement in order to establish the terms and conditions by which Hoffman’s employment with the City shall be established.

**NOW, THEREFORE**, in consideration of mutual covenants, agreements, and other valuable consideration, the parties agree as follows:

1. **EMPLOYMENT.** The City agrees to employ Hoffman and Hoffman agrees to be employed by the City, in the capacity of Finance Director. In her capacity as Finance Director, Hoffman shall report directly to the City Manager concerning those duties for which the City Manager has authority pursuant to state law and/or local ordinance, including those responsibilities set forth in the Santaquin City Employee Policies and Procedures Handbook.
2. **TERM.**
  - a. Hoffman shall serve at the pleasure of the City Council and nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the governing body to terminate the services of Hoffman at any time, subject to the provisions set forth elsewhere in this Agreement. This Agreement continues for an indefinite term, until termination with notice as provided herein.

- b. Nothing in the Agreement shall prevent, limit, or otherwise interfere with the right of Hoffman to resign at any time from her position with the City subject to the provisions set forth elsewhere in this agreement.
3. **DUTIES.** During the term of this Agreement, Hoffman, as Finance Director for the City, shall perform those duties designated in the Santaquin City Finance Director Job Description (Exhibit A) and to perform other legally permissible and proper duties and functions and such additional duties as may be assigned to her from time to time by the City Manager or Mayor. Hoffman shall at all times faithfully, diligently, and conscientiously perform all of the duties that may be required of and from her pursuant to the express and implied terms of this Agreement in a professional, competent, and ethical manner.
4. **TIME AND EFFORT.** Hoffman shall devote whatever time is necessary to satisfactorily perform the duties of Finance Director, but it is agreed that Hoffman shall work, on average, a minimum of forty (40) hours per week. Hoffman is an exempt employee and, therefore, does not qualify and is not entitled to receive overtime compensation or compensatory time off.
5. **SALARY.** In consideration of her promotion to City Finance Director and or assuming additional duties under the terms of this agreement, effective February 13, 2022, Hoffman's salary was increased by 6.626% from her previous salary with credit for her many years of service to City. Hoffman's salary was established at a Grade 32 and will continue as such, plus cost of living increases as the same may be from time to time approved by the City Council as applied to City employees, less applicable federal and state tax withholdings and other deductions required by law or authorized by Hoffman, payable in substantially equal installments bi-weekly (every other week) in accordance with the City's regular payroll schedule. In addition, the City may in its sole discretion, upon the favorable performance review of Hoffman by the City, increase the salary of Hoffman from time to time. The City agrees to conduct at least one annual evaluation of Hoffman.
6. **BENEFITS.** Hoffman shall be eligible to participate in the benefit programs of the City that are available to all other regular, full-time employees.
  - a) **Health, Disability and Life Insurance Benefits.** The City agrees to provide and to pay the premiums for health, hospitalization, surgical, vision, dental, and comprehensive medical insurance for Hoffman and her dependents on the same terms and conditions that such insurance benefits are provided to all other full-time employees of Santaquin City.

- b) **Vacation.** Hoffman shall be credited with annual vacation time in accordance with the Santaquin City Employee Policies and Procedures Handbook. Hoffman agrees to plan her vacation time around the needs of the City in consultation with the City Manager.
  - c) **Sick Leave.** Hoffman shall accrue sick leave in accordance with the Santaquin City Employee Policies and Procedures Handbook.
  - d) **Holidays.** Hoffman shall receive paid time off for state and federal holidays in the same manner as provided to all other full-time employees pursuant to the Santaquin City Employee Policies and Procedures Handbook.
  - e) **Retirement.** The City agrees to ensure that all retirement contributions are made on Hoffman's behalf in the same manner as provided to all other full-time employees pursuant to the Santaquin City Employee Policies and Procedures Handbook.
  - f) **Other Benefits.** The City agrees to provide all other benefits outlined in the Santaquin City Employee Policies and Procedures Handbook as provided to all other full-time employees of Santaquin City.
7. **REIMBURSEMENT OF EXPENSES.** The City shall reimburse Hoffman for reasonable expenses necessarily incurred by her in connection with the work performed by Hoffman for or on behalf of the City upon presentment of an expense reimbursement request containing a detailed itemization of the expenses for which reimbursement is sought, together with receipts or other appropriate documentation relating to those expenses.
- a. City, subject to the approval and discretion of the City Council, agrees to budget for and to pay for professional dues and subscriptions of Hoffman necessary for continuation and participation and leadership in national, regional, state, or local associations and organizations necessary and desirable for Hoffman's continued professional participation, growth, and advancement, and for the good of the City.
  - b. City, subject to the approval and discretion of the City Council, agrees to budget for and to pay for travel and subsistence expenses of Hoffman for professional and official travel, meetings, and occasions to adequately continue the professional development of Hoffman and to pursue necessary official functions for City.
  - c. City, subject to the approval and discretion of the City Council, agrees to budget for and to pay for travel and subsistence expenses of Hoffman for short courses,

institutes, and seminars that are necessary for Hoffman's professional development and for the good of the City.

- d. City, subject to the approval and discretion of the City Council, agrees to reimburse Hoffman for all automobile mileage incurred while traveling to and from official City business, excluding normal commute mileage. Mileage reimbursement shall be administered in accordance with the Santaquin City Employee Policies and Procedures Handbook.
8. **TECHNOLOGY.** The City shall provide Hoffman with a computer, software, fax/modem and cell phone required for Hoffman to perform the job and to maintain communication. Use of such equipment shall be in accordance with the Santaquin City Employee Policies and Procedures Handbook.
9. **COVENANT NOT TO DISCLOSE CONFIDENTIAL OR PROPRIETARY INFORMATION.** Hoffman acknowledges that, as Finance Director, she has received and will continue to receive confidential or proprietary information of the City, including such information that may be originated by or imparted to her from time in the course of Hoffman's employment. Hoffman agrees that she shall not at any time, whether during the time that he is employed by the City or at any time thereafter, disclose to any person or entity or use any confidential or proprietary information in any manner whatsoever without the prior written consent of the Mayor or City Council. Upon the request of the City while Hoffman is employed by the City, or upon the termination of Hoffman's employment with the City, Hoffman will turn over to the City Manager all documents, papers or other materials in Hoffman's possession, custody or control which may contain or be derived from confidential or proprietary information of the City. The term "confidential or proprietary information" shall include, without limitation, all trade secrets, financial information, customer information, litigation strategy, and all other information involving or reasonably related to the business of the City, and any tangible article which embodies such confidential or proprietary information.
10. **REMEDIES FOR BREACH OF THE COVENANT NOT TO DISCLOSE CONFIDENTIAL OR PROPRIETARY INFORMATION.** In the event of a breach or threatened breach by Hoffman of the provisions of the covenant not to disclose confidential or proprietary information, a court of competent jurisdiction may issue a restraining order or an injunction against Hoffman, restraining or enjoining her from taking, copying, using, disclosing, giving, selling, or transferring to any other person or entity any of the City's confidential or proprietary information. In addition, the City shall be entitled to any and all other remedies available to the City at law or in equity, and no action by the City in pursuing a given remedy shall constitute an election to forego other remedies.

11. **OUTSIDE ACTIVITIES.** Unless otherwise agreed in writing, the employment provided for by this Agreement shall be the Employee's sole employment.
12. **ADHERENCE TO CITY POLICIES.** Hoffman agrees to comply with the provisions of the Santaquin City Employee Policies and Procedures Handbook, to the extent that such policies and procedures are not contrary to or inconsistent with the terms of this Agreement. To the extent that any provisions in the City's personnel policies and procedures are contrary to or inconsistent with the terms of this Agreement, the terms of this Agreement shall apply.
13. **TERMINATION.** For the purpose of this Agreement, termination shall occur when:
- a) A majority of the governing body members vote to terminate Hoffman at a duly authorized public meeting.
  - b) The City, citizens or legislature amends any provision of Santaquin City Code or Utah Code pertaining to the role, powers, duties, authority, responsibilities of the position of Finance Director that substantially changes the form of government, and Hoffman delivers written notice within seven (7) days that such amendments constitute termination.
  - c) The City reduces the base salary, compensation, or any other financial benefit of Hoffman, unless it is applied in no greater percentage than the average reduction of all department heads, and Hoffman delivers written notice within seven (7) days that said reduction constitutes termination.
  - d) Hoffman resigns within five days of an offer to accept resignation, whether formal or informal, by the City as representative of a majority of the governing body, then Hoffman may declare a termination as of the date of the offer.
  - e) Either party fails to cure a material breach of this agreement within 30 days written notice of the breach. Written notice of a breach of contract shall be provided in accordance with the provisions of paragraph 16.
14. **SEVERANCE PAY.** Except in the case of removal for cause or Hoffman's voluntary resignation, which nullify Hoffman's entitlement to severance, the City shall cause Hoffman, upon her removal, to be paid any unpaid balance of her salary, vacation, and sick time in accordance with the Santaquin City Employee Policy and Procedures Handbook, due through the date of her removal together with her salary at the same rate for the next six (6) calendar months following the date of her removal. Severance shall

be paid in a lump sum, within thirty (30) days of termination unless otherwise agreed to by the City and by Hoffman. Apart from payment of six (6) months of salary there are no other payments, benefits or entitlements pertaining to severance.

15. **OTHER AGREEMENTS.** Hoffman warrants that, to the best of her knowledge, the execution and delivery of this Agreement and the performance of her duties hereunder will not violate the term of any other agreement to which she is a party or by which she is bound.

16. **NOTICES.** Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- a) **CITY:** Santaquin City, 275 West Main Street, Santaquin, Utah 84655
- b) **HOFFMAN:** Shannon Hoffman, 974 South Center Street, Santaquin, UT 84655

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

17. **MISCELLANEOUS.**

- a) **Attorney's Fees and Costs.** In the event that either party commences an action to enforce the terms of this Agreement, or to recover for its breach, the prevailing party shall be entitled to recover from the non-prevailing party her or its attorney's fees and costs incurred therein.
- b) **Headings.** The headings used herein are inserted for convenience only, and shall not be construed as having any substantial significance or meaning whatsoever.
- c) **Assignability.** The rights and duties under this Agreement are not assignable by either party.
- d) **Binding Effect.** Subject to the provisions of sub-paragraph c, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their agents.
- e) **Entire Agreement.** This Agreement sets forth the entire agreement between and among the parties regarding the specific subject matter of this Agreement, and this Agreement supersedes and terminates all prior agreements, representations



and understandings, written or oral, pertaining thereto. All obligations shall commence upon the effective date of this Agreement. Any modifications, amendments, or changes to this Agreement will be binding upon the parties only if agreed upon in writing by the parties.

- f) **Effect of Waiver.** No waiver by any party of any breach of any term or provision of this Agreement shall be construed to be, nor be, a waiver of any preceding, concurrent or succeeding breach of the same, or of any other term or provision hereof.
  
- g) **Unenforceable Provisions.** In the event that any part of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining parts herein shall nevertheless continue to be valid and enforceable as though the invalid or unenforceable part(s) had not been included herein.
  
- h) **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Utah.

**SANTAQUIN CITY**

\_\_\_\_\_  
**Daniel M. Olson, Mayor**

ATTEST:

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Amalie R. Ottley, Recorder

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**Shannon Hoffman,  
Finance Director**

## Exhibit A – Job Description



<b>Title:</b> Finance Director	<b>Code:</b> 780
<b>Division:</b> Finance	<b>Effective Date:</b> 08/05
<b>Department:</b> Administration	<b>Last Revised:</b> 03/22

### GENERAL PURPOSE

Performs a variety of **administrative and supervisory duties** related to planning, organizing, and coordinating administrative processes necessary to carry out the fiscal operations of the city.

### SUPERVISION RECEIVED

Works under the general supervision of the City Manager or designee.

### SUPERVISION EXERCISED

Provides close to general supervision to finance and human resources support staff, part-time, seasonal or temporary clerical personnel, court personnel, and IT personnel. Provides oversight for financial transactions in all city departments.

### ESSENTIAL FUNCTIONS

**Finance Director:** The Finance Director performs all the financial duties and responsibilities of the City Recorder as set forth in the Uniform Fiscal Procedures Act, pursuant to the provisions of Utah Code 10-6-157, and performs such powers and duties as set forth in City Ordinances, in this description, and as otherwise assigned by the City Council. Assists the City manager in annual budget preparation as directed. The Director shall serve as a member of the City Department Heads committee; contributes to strategic planning and policy development to further the mission of the city; plans, coordinates, supervises and evaluates finance operations; establishes policy, goals and objectives for finance in response to directives from the City Manager and City Council; administers direct day-to-day activities of budget and finance. Maintains all financial records for the city and its sub-organizations for audit, historical information, and legal purposes; coordinates annual audits with independent third-party auditors. Oversees debt and grant administration and fixed asset control for municipal services. Prepares and maintains a principal and interest schedule on all bonds issued by the city. Tracks and maintains cash bonds for developments and improvements.

Serves as City Purchasing Agent. Administers purchase order system for city departments; distributes and receives invoices and processes invoices for payment; matches invoice and purchase orders to verify authorization for payment; coordinates with departments for approval of payments, prepares checks or causes checks to be prepared by staff; signs checks, and delivers to city treasurer or other authorized city signatory for co-signature; maintains chart of accounts; updates vendor lists. Manages cash disbursements and monitors general journal; verifies proper account coding; executes corrections or adjustments as needed; reconciles discrepancies.

Maintains city financial records; catalogs and references documents and information for easy identification, location, and duplication; assures compliance with state laws related to public access (GRAMMA) and Uniform Accounting Manual for All Local Governments; assures proper classifications, codes and authorizations are applied to city financial documents and records;; establishes and monitors retention schedules on financial documents and assures timely archiving or purging of financial records according to law, ordinance, or practice.

Coordinates the activities of external auditors and presents an independent auditor's report to City Council by December 31 each year. Designated as "Chief Financial Officer" under the Financial Reporting Act as set forth in Utah Code Ann. 11-50-201. Acts as the ex-officio city auditor to assure integrity of the city financial management system. Assures budget records are available for public inspection.

Monitors status and accounts of city related non-profit entities for compliance with applicable laws.

**Administrative:** Manages and oversees the day-to-day operations of the administration departments including justice court, human resources, and utility billing, collections, receiving, and receipting of payments, facilities maintenance, etc.; manages technical support and website development; exercises supervision over department personnel; evaluates performance; initiates corrective action as needed; oversees, develops, and implements changes in city financial policies, practices and procedures in order to improve fiscal practices; oversees budgets for assigned areas of responsibility; .

Assist with customers at counter and on the phone regarding city business.

**Treasurer:** The Finance Director cannot be the city Treasurer but is responsible to assure the City Treasurer is in compliance with legal requirements of the office of city treasurer as defined in Utah Code, Title 10 and that they are appropriately acting as custodian of all money, bonds, and securities and maintaining accurate and detailed accounts for the same. The Finance Director works with the Treasurer to make fund transfers as needed, signs city checks, and monitor running daily balances.

**Human Resources:** The Finance Director supervises Human Resource processes and personnel. Maintains and administers the classification and compensation system; prepares and maintains job descriptions, administers a city performance evaluation system and employee recognition and wellness efforts.

Directs and manages city payroll administration; develops and implements changes in city systems to assure efficiency and accuracy; monitors payroll procedures to control proper payment of taxes and processing of voluntary and mandatory deductions; issues bi-weekly pay checks; acts as city benefits administrator; coordinates benefits enrollments.

**Grant Administration:** Manages all coordination for outside financial funding and support for various capital improvement and environmental projects; coordinates with department heads, engineers, and agency representatives on outside funding opportunities and awards; Monitors use of outside funding to assure approved uses and documentation are consistent with funding stipulations.

Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from college with a bachelor's degree in public administration, business, human resources or related field;

AND

B. Five (5) years of responsible experience related to above duties;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** general municipal government practices; including accounting, and fiscal control systems, budget preparation and management, laws and regulations governing receiving, accounting, and investments of municipal funds, principles of management, grants and special funding environment available to the state; various federal programs receiving short- or long-term financial assistance; grantsmanship and related information network; supervision and employee motivation.

**Working knowledge of** general office maintenance and practices; various software programs (Pelorus, MS Word, Excel, Power Point); operation of standard office equipment; basic mathematics; and telephone etiquette; basic public relations; human resource management functions, i.e., recruitment, selection, compensation, and system maintenance.

**Ability to** supervise daily work programs, communicate effectively, verbally and in writing; work independently in meeting various time deadlines and work pressures; maintain strict confidentiality related to sensitive administrative information; operate personal computer (WINDOWS) in utilizing various programs (Microsoft Word, Excel, Publisher, etc.) to produce or compose formal documents, reports, and records; operate standard office equipment; develop effective working

relationships with supervisors, fellow employees, the public, and subordinates; supervise, evaluate, motivate, and discipline subordinates.

3. Special Qualifications:

- A. Must be bondable.
- B. May be required to be a Certified Municipal Financial Advisor (CMFA).
- C. May be required to become a Notary Public.
- D. Must type 50 wpm.

4. Physical Demands and Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, which may involve muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking and guided problem solving.

**NOTE:** All Santaquin City employees must successfully complete a pre-employment drug test and criminal history check and any other pre-employment verification deemed necessary to the position, following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.



**Disclaimer:** The above statements are intended to describe the general nature, level, and type of work performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, demands, and skills required of personnel so classified. The Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes any earlier versions. **SANTAQUIN CITY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER.**

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

## **RESOLUTION NO. 06-07-2022**

### **A RESOLUTION OF THE SANTAQUIN CITY COUNCIL AUTHORIZING AN EMPLOYMENT AGREEMENT FOR THE ASSISTANT CITY MANAGER POSITION**

**WHEREAS**, Santaquin City (hereinafter the “City”) is a municipality and political subdivision of the State of Utah; and

**WHEREAS**, (NAME), (hereinafter called “Name”) has the education, training and experience in local government management, community development, and various other aspects of local government; and

**WHEREAS**, the City desires to fill the Assistant City Manager position to assist the City Manager by performing a variety of professional administrative and managerial duties related to planning, directing, organizing, and controlling the administrative processes to carry out the efficient and economic operation of the city; and

**WHEREAS**, the City desires to name (NAME) as the Assistant City Manager to encourage their employment with the City; and

**WHEREAS**, (NAME) desires to be employed by the City under certain terms and conditions; and

**WHEREAS**, the parties now desire to enter into this Agreement in order to establish the terms and conditions of (NAME) employment with the City.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of Santaquin City, State of Utah, to authorize the acceptance of the “Santaquin Assistant City Manager Employment Agreement,” a copy of which is attached hereto.

PASSED AND APPROVED this 7<sup>th</sup> day of June, 2022.

SANTAQUIN CITY COUNCIL

\_\_\_\_\_  
Daniel M. Olson, Mayor

ATTEST:

\_\_\_\_\_  
Amalie R. Ottley, City Recorder

## **SANTAQUIN ASSISTANT CITY MANAGER EMPLOYMENT AGREEMENT**

This Agreement, made and entered into this 7<sup>th</sup> day of June, 2022, by and between **Santaquin City**, a fourth-class city and political subdivision of the State of Utah (hereinafter called “City”) and (NAME), (hereinafter called “NAME”).

### **WITNESSETH:**

**WHEREAS**, Santaquin City (hereinafter the “City”) is a municipality and political subdivision of the State of Utah; and

**WHEREAS**, (NAME), (hereinafter called “Name”) has the education, training and experience in local government management, community development, and various other aspects of local government; and

**WHEREAS**, the City desires to fill the Assistant City Manager position to assist the City Manager by performing a variety of professional administrative and managerial duties related to planning, directing, organizing, and controlling the administrative processes to carry out the efficient and economic operation of the city; and

**WHEREAS**, the City desires to name (NAME) as the Assistant City Manager to encourage their employment with the City; and

**WHEREAS**, (NAME) desires to be employed by the City under certain terms and conditions; and

**WHEREAS**, the parties now desire to enter into this Agreement in order to establish the terms and conditions of (NAME) employment with the City.

**NOW, THEREFORE**, in consideration of mutual covenants, agreements and other valuable consideration, the parties agree as follows:

1. **EMPLOYMENT.** The City agrees to employ (NAME) and (NAME) agrees to be employed by the City, in the capacity of Assistant City Manager. In their capacity as Assistant City Manager, (NAME) shall report directly to the City Manager concerning those duties for which the City Manager has authority pursuant to state law and/or local ordinance.
2. **TERM.**
  - a. (NAME) shall serve at the pleasure of the City Council and nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the governing body to terminate the services of (NAME) at any time, subject to the

provisions set forth elsewhere in this Agreement. This Agreement continues for an indefinite term, until termination with notice as provided herein.

- b. Nothing in the Agreement shall prevent, limit, or otherwise interfere with the right of (NAME) to resign at any time from their position with the City subject to the provisions set forth elsewhere in this agreement.
3. **DUTIES.** During the term of this Agreement, (NAME), as Assistant City Manager, shall perform those duties designated in the Santaquin City Assistant City Manager Job Description (Exhibit A) and to perform other legally permissible and proper duties and functions and such additional duties as may be assigned to them from time to time by the City Manager or Mayor. (NAME) shall at all times faithfully, diligently, and conscientiously perform all of the duties that may be required of and from them pursuant to the express and implied terms of this Agreement in a professional, competent, and ethical manner.
4. **TIME AND EFFORT.** (NAME) shall devote whatever time is necessary to satisfactorily perform the duties of Assistant City Manager, but it is agreed that (NAME) shall work, on average, a minimum of forty (40) hours per week. (NAME) is an exempt employee and, therefore, does not qualify and is not entitled to receive overtime compensation or compensatory time off.
5. **SALARY.** As Assistant City Manager (NAME) salary shall be established at a grade 35, plus cost of living increases as the same may be from time to time approved by the City Council as applied to City employees, less applicable federal and state tax withholdings and other deductions required by law or authorized by (NAME), payable in substantially equal installments bi-weekly (every other week) in accordance with the City's regular payroll schedule. In addition, the City may in its sole discretion, upon the favorable performance review of (NAME) by the City, increase the salary of (NAME) from time to time. The City agrees to conduct at least one annual evaluation of (NAME).
6. **BENEFITS.** (NAME) shall be eligible to participate in the benefit programs of the City that are available to all other regular, full-time employees.
  - a) **Health, Disability and Life Insurance Benefits.** The City agrees to provide and to pay the premiums for health, hospitalization, surgical, vision, dental, and comprehensive medical insurance for (NAME) and their dependents on the same terms and conditions that such insurance benefits are provided to all other full-time employees of Santaquin City.



- b) **Vacation.** (NAME) shall be credited with annual vacation time in accordance with the Santaquin City Employee Policies and Procedures Handbook. (NAME) agrees to plan their vacation time around the needs of the City in consultation with the City Manager.
  - c) **Sick Leave.** (NAME) shall accrue sick leave in accordance with the Santaquin City Employee Policies and Procedures Handbook.
  - d) **Holidays.** (NAME) shall receive paid time off for state and federal holidays in the same manner as provided to all other full-time employees pursuant to the Santaquin City Employee Policies and Procedures Handbook.
  - e) **Retirement.** The City agrees to ensure that all retirement contributions are made on (NAME) behalf in the same manner as provided to all other full-time employees pursuant to the Santaquin City Employee Policies and Procedures Handbook.
  - f) **Other Benefits.** The City agrees to provide all other benefits outlined in the Santaquin City Employee Policies and Procedures Handbook as provided to all other full-time employees of Santaquin City.
7. **REIMBURSEMENT OF EXPENSES.** The City shall reimburse (NAME) for reasonable expenses necessarily incurred by them in connection with the work performed by (NAME) for or on behalf of the City upon presentment of an expense reimbursement request containing a detailed itemization of the expenses for which reimbursement is sought, together with receipts or other appropriate documentation relating to those expenses.
- a. City, subject to the prior approval and discretion of the City Council, agrees to provide (NAME) a five-hundred-dollars (\$500.00) monthly automobile mileage stipend to cover all costs incurred while traveling to and from official City business, excluding travel in excess of one hundred (100) miles in distance (round trip) for any single business item. This stipend is not intended to cover normal commute mileage, which is the sole responsibility of (NAME).
  - b. City, subject to the approval and discretion of the City Council, agrees to budget for and to pay for professional dues and subscriptions of (NAME) necessary for continuation and full participation in national, regional, state, or local associations and organizations necessary and desirable for (NAME) continued professional participation, growth, and advancement, and for the good of the City.

- c. City, subject to the approval and discretion of the City Council, agrees to budget for and to pay for travel and subsistence expenses of (NAME) for professional and official travel, meetings, and occasions to adequately continue the professional development of (NAME) and to pursue necessary official functions for City.
  - d. City, subject to the approval and discretion of the City Council, agrees to budget for and to pay for travel and subsistence expenses of (NAME) for short courses, institutes, and seminars that are necessary for (NAME) professional development and for the good of the City.
  - e. City, subject to the approval and discretion of the City Council, agrees to reimburse (NAME) for all automobile mileage incurred while traveling to and from official City business, excluding normal commute mileage. Mileage reimbursement shall be administered in accordance with the Santaquin City Employee Policies and Procedures Handbook.
8. **TECHNOLOGY.** The City shall provide (NAME) with a computer, software, fax/modem, and cell phone required for (NAME) to perform the job and to maintain communication. Use of such equipment shall be in accordance with the Santaquin City Employee Policies and Procedures Handbook.
9. **COVENANT NOT TO DISCLOSE CONFIDENTIAL OR PROPRIETARY INFORMATION.** (NAME) acknowledges that, as Assistant City Manager, they will receive confidential or proprietary information of the City, including such information that may be originated by or imparted to them from time in the course of (NAME) employment. (NAME) agrees that they shall not at any time, whether during the time that they are employed by the City or at any time thereafter, disclose to any person or entity or use any confidential or proprietary information in any manner whatsoever without the prior written consent of the Mayor or City Council. Upon the request of the City while (NAME) is employed by the City, or upon the termination of (NAME) employment with the City, (NAME) will turn over to the City Manager all documents, papers or other materials in (NAME) possession, custody or control which may contain or be derived from confidential or proprietary information of the City. The term “confidential or proprietary information” shall include, without limitation, all trade secrets, financial information, customer information, litigation strategy, and all other information involving or reasonably related to the business of the City, and any tangible article which embodies such confidential or proprietary information. This covenant shall survive termination of this Agreement.

**10. REMEDIES FOR BREACH OF THE COVENANT NOT TO DISCLOSE**

**CONFIDENTIAL OR PROPRIETARY INFORMATION.** In the event of a breach or threatened breach by (NAME) of the provisions of the covenant not to disclose confidential or proprietary information, a court of competent jurisdiction may issue a restraining order or an injunction against (NAME), restraining or enjoining them from taking, copying, using, disclosing, giving, selling, or transferring to any other person or entity any of the City's confidential or proprietary information. In addition, the City shall be entitled to any and all other remedies available to the City at law or in equity, and no action by the City in pursuing a given remedy shall constitute an election to forego other remedies.

**11. OUTSIDE ACTIVITIES.** Unless otherwise agreed in writing, the employment provided for by this Agreement shall be the Employee's sole employment.

**12. ADHERENCE TO CITY POLICIES.** (NAME) agrees to comply with the provisions of the Santaquin City Employee Policies and Procedures Handbook, to the extent that such policies and procedures are not contrary to or inconsistent with the terms of this Agreement. To the extent that any provisions in the City's personnel policies and procedures are contrary to or inconsistent with the terms of the Agreement, the terms of this Agreement shall apply.

**13. TERMINATION.** For the purpose of this Agreement, termination shall occur:

- a) When a majority of the governing body members vote to terminate (NAME) at a duly authorized public meeting.
- b) The City, citizens or legislature amends any provision of Santaquin City Code or Utah Code pertaining to the role, powers, duties, authority, responsibilities of the position of Assistant City Manager that substantially changes the form of government, and (NAME) delivers written notice within seven (7) days that such amendments constitute termination.
- c) The City reduces the base salary, compensation, or any other financial benefit of (NAME), unless it is applied in no greater percentage than the average reduction of all department heads, and (NAME) delivers written notice within seven (7) days that said reduction constitutes termination.

- d) (NAME) resigns within five days of an offer to accept resignation, whether formal or informal, by the City as representative of a majority of the governing body, then (NAME) may declare a termination as of the date of the offer.
- e) Either party fails to cure a material breach of this agreement within 30 days written notice of the breach. Written notice of a breach of contract shall be provided in accordance with the provisions of paragraph 17.

14. **SEVERANCE PAY.** Except in the case of removal for cause or (NAME) voluntary resignation, which nullify (NAME) entitlement to severance, the City shall cause (NAME), upon their removal, to be paid any unpaid balance of their salary, vacation, and sick time in accordance with the Santaquin City Employee Policy and Procedures Handbook, due through the date of their removal together with their salary at the same rate for the next six (6) calendar months following the date of their removal. Severance shall be paid in a lump sum, within thirty (30) days of termination unless otherwise agreed to by the City and by (NAME). Apart from payment of six (6) months of salary there are no other payments, benefits or entitlements pertaining to severance.

15. **OTHER AGREEMENTS.** (NAME) warrants that, to the best of their knowledge, the execution and delivery of this Agreement and the performance of their duties hereunder will not violate the term of any other agreement to which they are a party or by which they are bound.

16. **BONDING.** The City shall bear the full cost of any fidelity or other bonds required of (NAME) under any law or ordinance.

17. **NOTICES.** Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

- a) **CITY:** Santaquin City, 275 West Main Street, Santaquin, Utah 84655
- b) **(NAME):** (NAME), (Full Address)

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service.

18. **MISCELLANEOUS.**

- a) **Attorney's Fees and Costs.** In the event that either party commences an action to enforce the terms of this Agreement, or to recover for its breach, the prevailing

party shall be entitled to recover from the non-prevailing party his or its attorney's fees and costs incurred therein.

- b) **Headings.** The headings used herein are inserted for convenience only, and shall not be construed as having any substantial significance or meaning whatsoever.
- c) **Assignability.** The rights and duties under this Agreement are not assignable by either party.
- d) **Binding Effect.** Subject to the provisions of sub-paragraph c, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their agents.
- e) **Entire Agreement.** This Agreement sets forth the entire agreement between and among the parties regarding the specific subject matter of this Agreement, and this Agreement supersedes and terminates all prior agreements, representations and understandings, written or oral, pertaining thereto. All obligations shall commence upon the effective date of this Agreement. Any modifications, amendments, or changes to this Agreement will be binding upon the parties only if agreed upon in writing by the parties.
- f) **Effect of Waiver.** No waiver by any party of any breach of any term or provision of this Agreement shall be construed to be, nor be, a waiver of any preceding, concurrent or succeeding breach of the same, or of any other term or provision hereof.
- g) **Unenforceable Provisions.** In the event that any part of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining parts herein shall nevertheless continue to be valid and enforceable as though the invalid or unenforceable part(s) had not been included herein.
- h) **Governing Law.** This Agreement shall be construed in accordance with the laws of the State of Utah.

**SANTAQUIN CITY**

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**Daniel M. Olson, Mayor**

ATTEST:

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Amalie R. Ottley, City Recorder

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**(NAME),  
Assistant City Manager**

## Exhibit A – Assistant City Manager Job Description



### Job Description

<b>Title:</b>	Assistant City Manager	<b>Code:</b>	200
<b>Division:</b>	Administration	<b>Effective Date:</b>	02/10
<b>Department:</b>	Administration/Community Development	<b>Last Revised:</b>	06/22

#### GENERAL PURPOSE

Under the direction of the City Manager, and in coordination with the City Finance Director, performs a variety of **professional administrative and managerial** duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the city. The Assistant City Manager assists in the management of the following city departments through its department directors: Administration (i.e., Human Resources Policy, Risk Management, and Legal Departments), Community Development (Building Department, Community Development, Economic Development, Planning and Zoning), etc. Assists in the management of city budgets for all city departments. Directs project monitoring and oversight to ensure compliance with adopted standards and ordinances.

#### SUPERVISION RECEIVED

The Assistant City Manager works under the supervision of the City Manager. Together, the City Manager and his/her Assistant work under the broad policy guidance and direction of the governing body of Santaquin City, as directed by the Mayor.

#### SUPERVISION EXERCISED

The Assistant City Manager assists the City Manager in providing broad policy guidance and direction to department directors. The Assistant City Manager acts as City Manager in his/her absence.

#### ESSENTIAL FUNCTIONS

Assists in the management of the day-to-day operations and internal affairs of the city; recommends policies, procedures and processes to further the policies of the Mayor and City Council; through the City Manager, advises and appraises governing body as needed; makes recommendations for executive, administrative, legislative actions (with prior notice to the City Manager and Mayor); when called upon, assists the City Manager to conduct internal investigations, examine books, records and official papers of any office, department, agency, board or commission of the city as needed to assure integrity of operations and prevent impropriety.

Assists the City Manager as he/she assumes responsibility for full and effective utilization of city personnel by establishing overall departmental objectives, priorities and standards. Assists the City Manager as he/she provides managerial and operational oversight to the Community Development Department according to city code; assists the City Manager in the recommendation of hiring of all non-exempt and most exempt city positions, assists the City Manager to make recommendations for department head appointments to the appropriate authority.

Assists in the preparation and administration of the city's budget; assists in the submission of budget and capital improvement programs to the Mayor, department heads and council; assists in overseeing the fiscal activity of the city to assure compliance with established budgets; assists in the development of fiscal management strategies to optimize available revenue sources; competes for and secures supplemental funding through grants; promotes economic development to increase city revenue.

Assists in the direction of city operations through department directors; monitors program success to recommend continuance or discontinuance; assists the City Manager as he/she coordinates with department heads to implement change in city policy and processes; assists the City Manager as he/she apprises Mayor and City Council members of emergencies.

Attends all meetings of the city council; may attend planning commission and the appeal authority and takes part in the discussions of these meetings as appropriate, but without the right to vote; requests legal responses and positions from City Attorney. Represents the city as directed by the City Manager or at the direction of Mayor or governing body; serves as the City's primary Public Information Officer in the absence of the City Manager; assists the City Manager in developing the state-of-the-city reports and presents them to the governing body.

Assists in the general supervision over public property under the jurisdiction of the city.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from an accredited college with a master's degree in public administration; business or a closely related field;
- AND
- B. Four (4) years of progressively responsible experience in municipal management;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge** of management theory, methods, and practices; municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; generally accepted accounting principles (GAAP), the Uniform Municipal Fiscal Procedures Act; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; local investment options and opportunities; laws governing records retention, archiving, management and access (GRAMA).

**Skill** in interpersonal relations and cooperative problem solving.

**Ability to** analyze a variety of financial problems and make decisions; coordinate a variety of intra-governmental policy matters between governing body and department heads; plan, organize, direct and supervise the work of professional and administrative subordinates; communicate effectively verbally and in writing, resolve disputes and complaints from the public in a professional manner, maintain strict confidentiality related to sensitive administrative information; operate personal computer (WINDOWS) in utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; establish and maintain effective working relationships with the Mayor, City Council, department directors, department heads, intergovernmental agencies, employees and the public.

3. Special Qualifications:

- A. Must be bondable.
- B. Must possess a valid driver's license.
- C. Must attend night meetings, including City Council Meetings.
- D. May be required to become certified in various aspects of Human Resources Management

4. Physical Demands and Work Environment:

Incumbent of the position performs in a typical office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and



seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

**NOTE:** All Santaquin City employees must successfully complete a pre-employment drug test and criminal history check following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.



**Disclaimer:** The above statements are intended to describe the general nature, level, and type of work performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, demands, and skills required of personnel so classified. The Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes any earlier versions. **SANTAQUIN CITY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER.**

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_